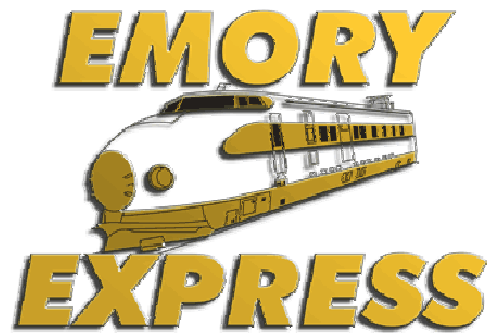




EMORY
UNIVERSITY

PROCUREMENT &
PAYMENT SERVICES



Emory Express User Manual

<http://www.finance.emory.edu/home/Procure and Pay>
e-market@emory.edu

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Table of Contents

1. THE EMORY MARKETPLACE	4
2. EMORY EXPRESS	5
2.1 Overview	5
2.2 Purchasing Tips	6
3. USING EMORY EXPRESS	7
3.1 Login.....	7
3.2 Support.....	8
4. EMORY EXPRESS HOME PAGE.....	9
5. PROFILE.....	10
5.1 Access the Profile.....	10
5.2 User Profile and Preferences	10
5.2.1 User's Name, Phone Number, Email, etc	11
5.2.2 Language, Time Zone and Display Settings.....	11
5.3 Default User Settings.....	12
5.3.1 Custom Fields and Accounting Code Defaults	12
5.3.2 Default Addresses.....	15
6. CHOOSING PRODUCTS	18
6.1 Shop.....	18
6.1.1 Searching Catalogs	18
6.1.2 Favorites.....	19
6.1.3 Compare	20
6.2 PunchOuts.....	20
6.3 Non-Catalog Item.....	21
7. SHOPPING CART.....	23
7.1 Changing Quantities	23
7.2 Removing Items.....	24
8. PROCEED TO CHECKOUT	25
8.1 Shipping.....	25
8.1.1 Shipping Changes for all Items	25
8.1.2 Shipping Changes for Individual Items	27
8.2 Billing	28
8.3 Accounting Codes	29
8.3.1 Accounting Code Changes for all Items	29
8.3.2 Accounting Code Changes for Individual Items.....	30



8.4	Notes and Attachments	30
8.4.1	Internal Notes and Attachments	30
8.4.2	External Notes and Attachments.....	32
8.5	Final Review and Place Order.....	374
9.	CHECKING STATUS.....	35
10.	RECEIVE/COMPLETE AN ORDER	36
10.1	Completing a Receipt.....	36
10.2	Correcting/Deleting a Receipt	37
11.	ADDING COMMENTS	38
12.	CANCELLING AN ORDER.....	41
13.	DOCUMENT SEARCH	42
13.1	Simple Search	42
13.2	Advanced Search	43
13.3	Date Range	45
13.4	Post Filter Options	45
13.5	Quick View Next & Previous	45
13.6	Saving Searches	46
13.7	Exporting Searches	47
13.8	Editing and Starting a New Search.....	49
13.9	Customizing Your Export Results.....	49
14.	ORDERING RADIOACTIVES.....	52
14.1	Storing the Radioactive Shipping Address.....	52
14.2	Ordering from Shop or a PunchOut.....	53
14.2	Ordering from a Non-Catalog Item.....	54
15.	CHECK REQUESTS	55
16.	INVOICE REVIEW	58
16.1	Electronic Invoices	58
16.2	Paper Invoices.....	59
16.3	Check Request Invoices	61



1. The Emory Marketplace

The Emory Marketplace provides 1-stop shopping with direct links to Emory Express as well as internal and external suppliers.

The Emory Marketplace also contains commodity specific information including: contract suppliers associated with the products, instructions on how to make your purchase, and the preferred method of procurement (i.e. Emory Express, P-Card or Corporate Card).

To access the Emory Marketplace:

- 1) Visit www.finance.emory.edu
- 2) Select the “Procure & Pay” tab
- 3) Select the “Buying in the Marketplace” link

EMORY UNIVERSITY | Finance Division

PAYROLL | **PROCURE & PAY** | TRAVEL | GRANTS | ACCOUNTING | REPORTING | CASH & DEBT | TRAINING

Welcome to the Emory Marketplace

Emory's "Procure-to-Pay" system, [Emory Express](#), provides faculty and staff with an intuitive, easy to use interface, catalog shopping and electronically-enabled workflows to purchase a majority of goods and services. In order to use [Emory Express](#) you must be approved for access by your department and attend [Training](#). Individuals with delegated authority to purchase goods and services on behalf of Emory are required to comply with the [University Policy of Procurement of Goods and Services](#).

Many goods and services not found in [Emory Express](#) can be purchased using [Emory's Purchasing Card](#) according to [policy](#). Note: The [Corporate Card](#) is for reimbursable expenses and the preferred payment method for travel-related charges. A summary of how to acquire and/or pay for the most commonly ordered items are located [here](#). Each commodity listed below links to the Emory contract supplier associated with the product(s) and provides instruction on how to make your purchase and the preferred method for payment.

Audio-Visual Services	Lab/Research Goods and Services
Photo and Video Services	and Scientific Supply Center Locations
Books (Barnes & Noble)	Lab Coats & Laundering Services
BioSafety Cabinets/Laminar Flow Hoods/Certification Process	Linen Rental Services

Procure & Pay Quick Links

- [Emory Express](#)
- [Compass](#)
- [PaymentNet](#)



2. Emory Express

Emory Express is an easy to use application for the creation, submission, and approval of requisitions. The application is accessed via a secure website using your Emory Network ID and password. Its search engines allow for the requisitioning of thousands of products via hosted catalog searches and supplier websites (PunchOuts) while ensuring internal controls through its electronic approval process.

2.1 Overview

- **All eligible purchases should go through Emory Express.** Eligible purchases are documented on the [Emory Commodity Matrix](#) (accessed from the Emory Marketplace webpage).
- **Accessible via the Internet** with your Emory Network ID and password
- **Approvals** are completed online.
- **Contract Suppliers** are denoted with a ✨ Purchase Orders for contract suppliers are sent directly to the supplier via Emory Express and only go through Procurement if they are \$10,000 or greater or submitted through a form.
- **PunchOut Suppliers** provide links to their websites within Emory Express. Orders are returned to the Emory Express shopping cart for address and accounting assignment.
- **Requisitions to non-contract suppliers** via the Shop tool route through Procurement if they are \$2000 or greater before submission to the supplier.
- **Non-catalog item** is available for products or quotes not available through the hosted catalogs or PunchOuts.
- **Radioactive material** orders route to Radiation Safety for approval. In addition, they are delivered to Radiation Safety prior to department distribution.
- **Requisitions for Controlled Substances** route to Procurement and then to the supplier to monitor licensing. A copy of the DEA license is required for every order. The shipping address must match the DEA license address.
- **Multiple suppliers** may be included on the same requisition. The Purchase Order (PO) number is assigned for each vendor. See *Purchasing Tips* on page 6 for guidance on combining multiple suppliers on a requisition.
- **Purchasing limits and approval queues** are determined at the Department or the School/Division level. Approvals route according to the Department charged and not the end user. This allows for cross charging on joint department projects.



-
- **Procurement Strategic Sourcing Specialists** are available to assist with sourcing and special order processing.

2.2 Purchasing Tips

The following tips will optimize the Emory Express purchasing process:

- **Multiple suppliers may be placed on one requisition;** however, requisitions are approved in their entirety. Keep approval workflow in mind when processing orders.
 - Do not combine standard supply orders with large equipment orders. Large dollar orders require additional School/Division approvals. Also, capital equipment is recorded through the Emory Assets team before it is approved; supplies do not need to route through these approval steps.
 - Keep new suppliers in a separate cart as they require additional processing time in Procurement.
 - Keep radiopharmaceuticals in a separate cart. All radiopharmaceuticals require additional approval through Emory's Radiation Safety Office.
- **When searching through the Shop hosted catalogs:**
 - Search by part number. If the part number returns no results, try searching by manufacturer number.
 - If an item cannot be found by part number or manufacturer number, try the supplier's PunchOut if available.
 - Search by product description and use the filters to narrow results.
 - Contact a Procurement Strategic Sourcing Specialist for assistance in sourcing your product. Strategic Sourcing Specialists are listed on the Procure & Pay *About Us* website under *Contacts – Procure & Contract Administration*.
- **PunchOut Suppliers:**
 - May be used for custom designed orders or special quotes. Suppliers will advise when your quote or custom product is available in their PunchOut.
 - Are not editable once you leave their website. Confirm your order prior to submitting to your Emory Express Shopping Cart.

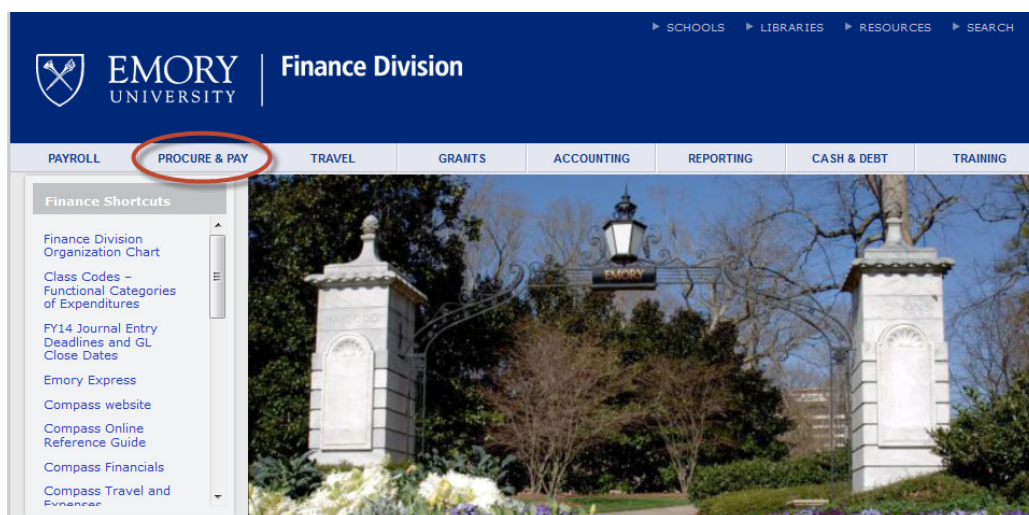
3. Using Emory Express

Emory Express is easily accessible through the internet on the Procure & Pay Website. Faculty and staff who are activated in Emory Express can access the system with their Emory Network ID and password.

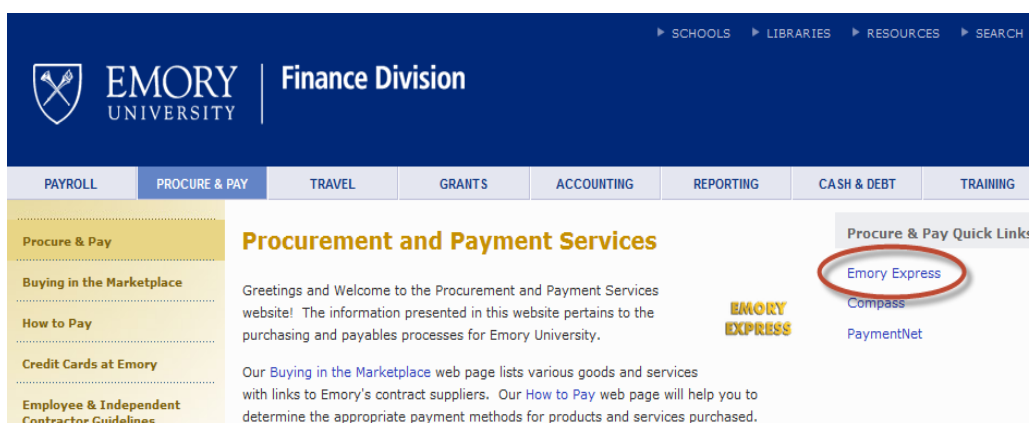
3.1 Login

To login to Emory Express:

1. Go to www.finance.emory.edu.
2. Click on the tab **Procure & Pay**.

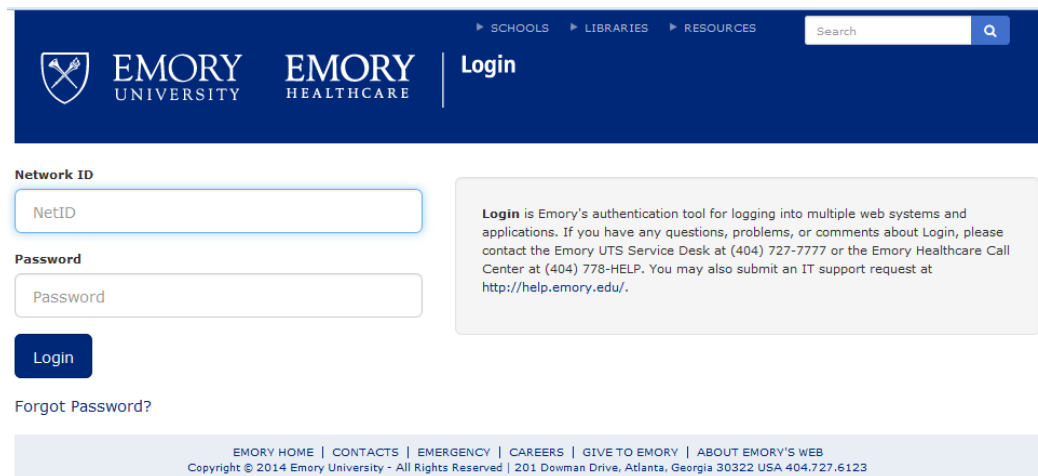


3. Select the **Emory Express** quick link





4. Enter your *Emory Network ID and password*. **Login.**



The image shows the Emory University Login page. At the top, there is a navigation bar with links for SCHOOLS, LIBRARIES, and RESOURCES, a search bar, and the Emory University and Emory Healthcare logos. Below the navigation bar, there are input fields for Network ID (labeled 'NetID') and Password. A 'Login' button is located below the password field. To the right of the input fields, there is a text box explaining that Login is Emory's authentication tool and providing contact information for the Emory UTS Service Desk and the Emory Healthcare Call Center. Below the input fields, there is a link for 'Forgot Password?'. At the bottom of the page, there is a footer with links for EMORY HOME, CONTACTS, EMERGENCY, CAREERS, GIVE TO EMORY, and ABOUT EMORY'S WEB, along with copyright information.

Please log out of Emory Express and close your internet browser to end the purchasing section.

3.2 Support

There are several help features available in Emory Express:

-  icons indicate helpful information is available for a screen or section in Emory Express.
-  Place your mouse on a symbol, icon, or form name and additional information will display.
- Email your questions:
 - Order inquiries: e-market@emory.edu
 - Payment Inquiries: actspay@emory.edu
- Useful links are available on the Emory Express Message Board

Useful Links

[Buying in the Emory Marketplace](#)

[Emory Commodity Matrix \(Buying and Payment Methods at Emory\)](#)

[Emory Express User Manual](#)

[Lookup Payment Information](#)

[Account Code Quick Reference List](#)

[Supplier Promotions](#)

[Procurement & Payment Services Forms](#)



4. Emory Express Home Page

The Emory Express screen is comprised of four main sections:

1. Banner - *profile, recent transactions, bookmarks, action items, notifications, cart review & checkout*
2. Menu - *home, shopping cart, document search*
3. Dashboard: Message Board and News - *Procurement and Emory Express announcements, quick links, support information*
4. Dashboard: Shopping and Forms - *ordering and check requests*

The screenshot displays the Emory Express Home Page interface. Red boxes and arrows highlight the four main sections described in the text:

- 1. Banner:** Located at the top right, containing user information like "/my Jones", "Action Items", "Notifications", and currency "0.00 USD".
- 2. Menu:** A vertical sidebar on the left side of the page.
- 3. Message Board and News:** A section on the left side below the menu, featuring system notices and reminders.
- 4. Shopping and Forms:** The main content area on the right, divided into "Showcased Suppliers", "Showcased Services", and "Punch-out" sections.



5. Profile

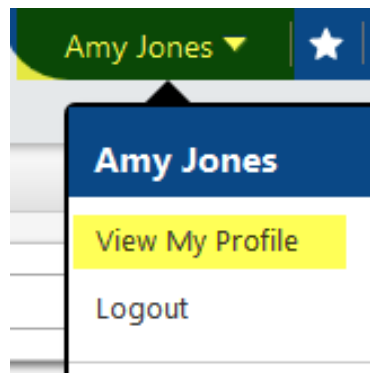
The profile contains user information and preferences. Some settings are determined by the department/division administration or Procurement Services.

Users can customize the following areas:

1. User Profile and Preferences:
 - a. User Name, Phone Number, and E-Mail address
 - b. Language, Time Zone, and Display Settings
2. Default User Settings:
 - a. Custom Fields and Accounting Code Defaults (SmartKeys and Accounts)
 - b. Default Addresses (Ship To and Bill To)

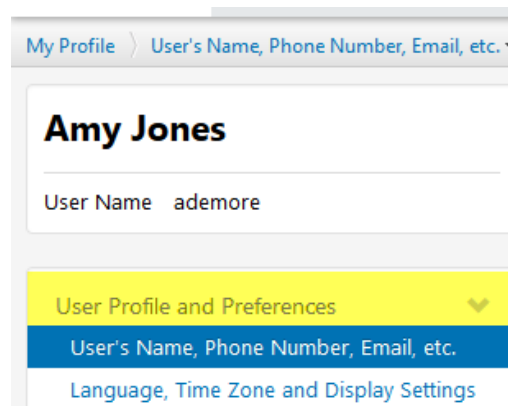
5.1 Access the Profile

To access the profile, *select the down arrow* next to your name and choose **View My Profile**.



5.2 User Profile and Preferences

User Profiles and Preferences allows you to store your contact information and establish language and time zone preferences. Select the User Profile and Preferences link to access these options.





5.2.1 User's Name, Phone Number, Email, etc.

Enter or edit your Name, Phone Number, Department and E-mail Address. The department should reflect the department you will charge to ensure the appropriate signature authorities are able to review your transactions. Do not enter a Badge ID as the field is not used at Emory University. **Save** your changes.

The screenshot shows the 'User's Name, Phone Number, Email, etc.' form. On the left, a sidebar for 'Amy Jones' (User Name: ademore) lists navigation options: 'User Profile and Preferences' (expanded), 'User's Name, Phone Number, Email, etc.' (selected), 'Language, Time Zone and Display Settings', 'Default User Settings', 'User Roles and Access', 'Ordering And Approval Settings', 'Permission Settings', 'Notification Preferences', 'User History', and 'Administrative Tasks'. The main form area contains fields for: First Name (Amy), Last Name (Jones), Phone Number (1 404 7271234, with a note '+1 (404) 727-1234' and 'Country Code, Area, Phone Number, Extension'), E-mail Address (ademore@emory.edu, with an 'Email User' link), Department (FINANCIAL OPERATIONS (FINANCIAL O)), Badge Id, and User Name (ademore). A 'Save' button is at the bottom right.

5.2.2 Language, Time Zone and Display Settings

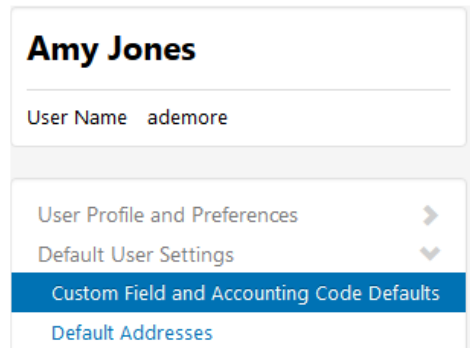
Emory Express has established defaults for Language (English), Time Zone (Eastern Standard Time) and Display (color theme, help options, etc). You may change them from this screen when applicable. If you make changes, be sure to **Save**.

The screenshot shows the 'Language, Time Zone and Display Settings' form. The sidebar is identical to the previous form, with 'Language, Time Zone and Display Settings' selected. The main form area contains settings for: Select a Language (English), Country (United States), Currency (dropdown), Time Zone (EDT/EST - Eastern Standard Time), Color Theme (dropdown), Enable Accessibility Mode (checkbox), Help on mouse over (Show help only on click), and Preferred email format (dropdown). A 'Save' button is at the bottom right.



5.3 Default User Settings

Default User Settings stores user accounting codes and addresses. Select the Default User Settings link to access these options.



5.3.1 Custom Fields and Accounting Code Defaults

Select the **Codes** tab to store your SmartKey(s) and commonly used Account Codes. There is no limit to the amount of fields stored; however, it is recommended to only store commonly used codes in order to easily locate them at the time of checkout.

My Profile Custom Field and Accounting Code Defaults

Amy Jones

User Name ademore

- User Profile and Preferences
- Default User Settings
- Custom Field and Accounting Code Defaults**
- Default Addresses
- Cart Assignees
- User Roles and Access
- Ordering And Approval Settings
- Permission Settings
- Notification Preferences
- User History
- Administrative Tasks

Custom Field and Accounting Code Defaults

Header (int.) Purchasing Use Only **Codes** Code Favorites Internal Information

Custom Field Name	Default Value	Description	Edit Values
GL Business Unit	EMUNV	Emory University	Edit
Smart Key	No Default Value		Edit
Operating Unit	No Default Value		Edit
Department ID	No Default Value		Edit
Dept # 1	No Default Value		Edit
Dept # 2	No Default Value		Edit
Fund	No Default Value		Edit
Project	No Default Value		Edit
Activity	No Default Value		Edit
Account Code	No Default Value		Edit
Program	No Default Value		Edit
Event	No Default Value		Edit



1. To add your SmartKey:

- a. Select the SmartKey **Edit** Button

Smart Key	No Default Value	Edit
-----------	------------------	------

- b. **Create New Value** and *enter the SmartKey* in the Value box. Do not enter a description. If this is your only SmartKey, you may select **Default** to automatically attach it to all Emory Express carts. **Save**. Repeat to add additional SmartKeys.

Amy Jones
User Name ademore

User Profile and Preferences >
Default User Settings >
Custom Field and Accounting Code Defaults
Default Addresses
Cart Assignees
User Roles and Access >
Ordering And Approval Settings >
Permission Settings >
Notification Preferences >
User History >
Administrative Tasks >

Custom Field and Accounting Code Defaults
Header (int.) Purchasing Use Only **Codes** Code Favorites Internal Information

Custom Field Name	Default Value	Description	Edit Values
Smart Key	No Default Value		Edit

Edit Values Close
GL Business Unit EMUNV
Create New Value

Value	Description
-------	-------------

* Custom Field Values marked with an asterisk are role-based values. Users can only modify the Default status of these Custom Field Values.

New Value ?
Value
Description
Default ☐
Status active
Save

2. To add your Account Code:

- a. Select the Account Code **Edit** Button

Account Code	No Default Value	Edit
--------------	------------------	------



- b. **Create New Value** and enter *the Account Code* in the Value box. Do not enter a description. If this is your only Account Code, you may select *Default* to automatically attach it to all Emory Express carts. **Search**.

Amy Jones

User Name ademore

User Profile and Preferences >

Default User Settings >

Custom Field and Accounting Code Defaults

Default Addresses

Cart Assignees

User Roles and Access >

Ordering And Approval Settings >

Permission Settings >

Notification Preferences >

User History >

Administrative Tasks >

Custom Field and Accounting Code Defaults

Header (int.) Purchasing Use Only **Codes** Code Favorites Internal Information

?

Custom Field Name	Default Value	Description	Edit Values
Account Code	No Default Value		Edit

Edit Values

Create New Value

Value	Description
-------	-------------

Search For Value

Field Name Account Code

Value

Description

Results Per Page 5

Search

* Custom Field Values marked with an asterisk are role-based values. Users can only modify the Default status of these Custom Field Values.

- c. **Select your Account Code. Add Values.** Repeat steps b and c to add additional Account Codes.

Amy Jones

User Name ademore

User Profile and Preferences >

Default User Settings >

Custom Field and Accounting Code Defaults

Default Addresses

Cart Assignees

User Roles and Access >

Ordering And Approval Settings >

Permission Settings >

Notification Preferences >

User History >

Administrative Tasks >

Custom Field and Accounting Code Defaults

Header (int.) Purchasing Use Only **Codes** Code Favorites Internal Information

?

Custom Field Name	Default Value	Description	Edit Values
Account Code	No Default Value		Edit

Edit Values

Create New Value

Value	Description
-------	-------------

Results

Per Page 5

Values Found 1 Page 1 of 1

Select	Value	Description
☒	53300	Supplies - Lab/Technical

Add Values

Back to Search

* Custom Field Values marked with an asterisk are role-based values. Users can only modify the Default status of these Custom Field Values.



5.3.2 Default Addresses

You may also store shipping addresses in your profile. If you ship to multiple addresses, you may assign a primary, or *default*, address and any supplemental addresses you may need. Addresses not in the system will require approval within your department/school before Emory Express Administrators can establish them in the system.

1. To add your Shipping Address:

a. **Select Addresses for Profile.**

The screenshot shows the 'My Profile' page with the 'Default Addresses' tab selected. On the left, a sidebar lists navigation options: 'User Profile and Preferences', 'Default User Settings', 'Custom Field and Accounting Code Defaults', and 'Default Addresses' (which is highlighted). The main content area is titled 'Default Addresses' and has two tabs: 'Ship To' and 'Bill To'. Below the tabs, there is a 'Select an address to edit' prompt and a 'Select Addresses for Profile' button. A list of 'Shipping Addresses' is displayed, with '1599 CLIFTON' selected.

b. *Enter the Street Number in the Nickname/Address Text box.
Search.*

This screenshot shows the 'Default Addresses' page with the 'Address Search' form open. The 'Ship To' tab is active. The 'Address Search' form has a 'Nickname / Address Text' input field containing '1599'. Below the input field, there is a 'Results Per Page' dropdown set to '10' and a 'Search' button. The 'Shipping Addresses' list on the left still shows '1599 CLIFTON'.

d. *Select your Address.*

This screenshot shows the 'Default Addresses' page with the search results for '1599 CLIFTON' displayed. The 'Address Search' form is still open, and the 'Search' button has been clicked. The results show 'Addresses Found: 1' and 'Page 1 of 1'. The search result is a table with two columns: 'Name' and 'Address'. The 'Name' column contains '1599 CLIFTON' with a radio button next to it. The 'Address' column contains the full address: 'Attn: Amy Jones', 'Department: FINANCIAL OPERATIONS', 'Building/Room: 1599 CLIFTON RD NE', 'ATLANTA, GA 30322', and 'United States'.



- e. *Enter the Building/Room.* Abbreviate the building name when possible to reduce the risk of shipping label character limitations. **Save.** Repeat steps a-e for additional addresses. If you are ordering radioactive materials, please review page 52 for the mandatory shipping address.

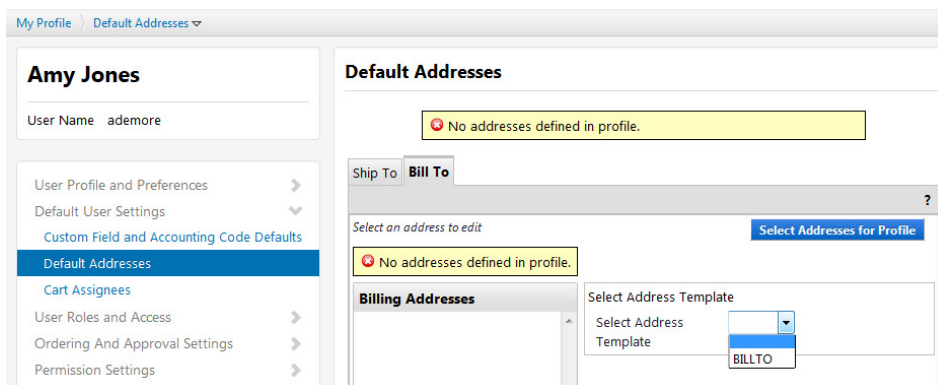
The screenshot shows the 'Default Addresses' page for user Amy Jones. The left sidebar contains a menu with options like 'User Profile and Preferences', 'Default User Settings', 'Custom Field and Accounting Code Defaults', 'Default Addresses' (selected), 'Cart Assignees', 'User Roles and Access', 'Ordering And Approval Settings', 'Permission Settings', 'Notification Preferences', 'User History', and 'Administrative Tasks'. The main content area is titled 'Default Addresses' and has two tabs: 'Ship To' (selected) and 'Bill To'. Below the tabs, there's a section for 'Shipping Addresses' with a list containing '1599 CLIFTON' and 'Radiation Safety'. To the right, the 'Edit Selected Address' form is displayed, showing fields for Nickname (1599 CLIFTON), Default (checkbox), Current Default (1599 CLIFTON), Address, Attn (Amy Jones), Department (FINANCIAL OPERATIONS), Building/Room (3.318), Address Line 1 (1599 CLIFTON RD NE), City (ATLANTA), State (GA), Zip Code (30322), and Country (United States). A 'Save' button is at the bottom right of the form.

2. Invoices remit to Payment Services. To add the Payment Services Bill To address:

- a. Select the **Bill To** tab.

The screenshot shows the 'Default Addresses' page for user Amy Jones, with the 'Bill To' tab selected. The 'Shipping Addresses' list is empty. The 'Billing Addresses' section is visible, showing a message 'No addresses defined in profile.' and a 'Select Addresses for Profile' button.

- b. **Select Addresses for Profile.** *Click the Down Arrow and choose the Bill To template.*



My Profile > Default Addresses ▾

Amy Jones
User Name ademore

User Profile and Preferences >
 Default User Settings ▾
 Custom Field and Accounting Code Defaults
Default Addresses
 Cart Assignees
 User Roles and Access >
 Ordering And Approval Settings >
 Permission Settings >

Default Addresses

⚠ No addresses defined in profile.

Ship To **Bill To** ?

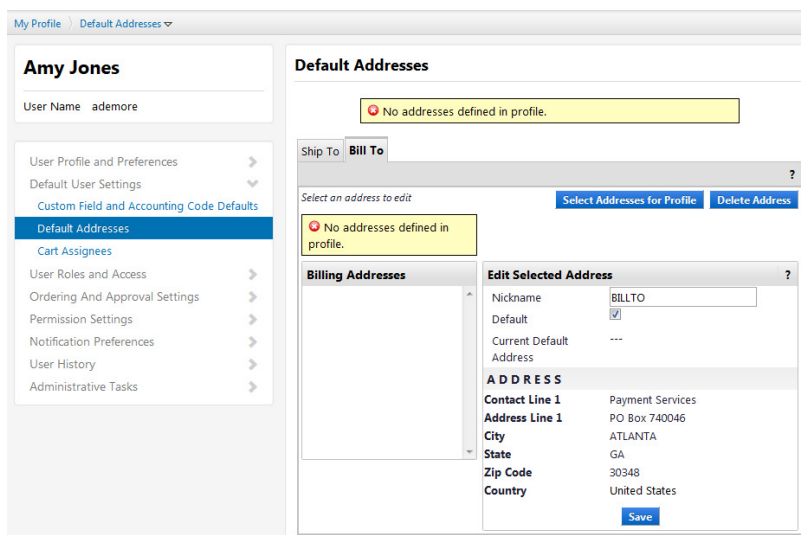
Select an address to edit [Select Addresses for Profile](#)

⚠ No addresses defined in profile.

Billing Addresses

Select Address Template
 Select Address
 Template **BILLTO**

- c. **Save.**



My Profile > Default Addresses ▾

Amy Jones
User Name ademore

User Profile and Preferences >
 Default User Settings ▾
 Custom Field and Accounting Code Defaults
Default Addresses
 Cart Assignees
 User Roles and Access >
 Ordering And Approval Settings >
 Permission Settings >
 Notification Preferences >
 User History >
 Administrative Tasks >

Default Addresses

⚠ No addresses defined in profile.

Ship To **Bill To** ?

Select an address to edit [Select Addresses for Profile](#) [Delete Address](#)

⚠ No addresses defined in profile.

Billing Addresses

Edit Selected Address ?

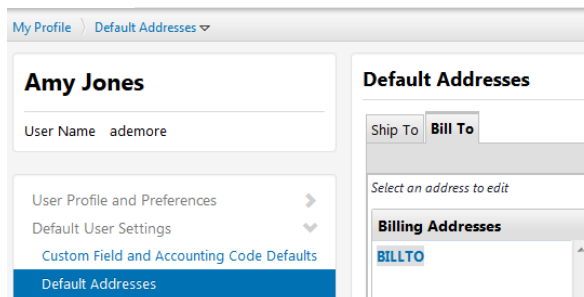
Nickname
 Default ☒
 Current Default Address ---

ADDRESS

Contact Line 1 Payment Services
 Address Line 1 PO Box 740046
 City ATLANTA
 State GA
 Zip Code 30348
 Country United States

[Save](#)

- d. When successfully added, the Bill To address will display in your Billing Addresses list.



My Profile > Default Addresses ▾

Amy Jones
User Name ademore

User Profile and Preferences >
 Default User Settings ▾
 Custom Field and Accounting Code Defaults
Default Addresses

Default Addresses

Ship To **Bill To**

Select an address to edit

Billing Addresses
BILLTO



6. Choosing Products

Emory Express offers several shopping methods in order to meet the diverse needs of the university.

Emory Express shopping options include

1. Shop
2. PunchOuts
3. Non-Catalog Item

6.1 Shop

Shop provides the tools to search the catalogs within Emory Express. You can view and compare products within a product category, add items to your shopping cart, or add items to your Favorites list.

6.1.1 Searching Catalogs

To search within a product category, click the drop down arrow and select the category. Then enter the **product description**, **part (SKU) number**, or **supplier name**. Click **Go**.

A screenshot of the 'Shop' search bar. It features a dropdown menu currently set to 'Everything', a text input field containing '123546', and a blue 'Go' button.

For additional search criteria, choose **advanced search**.

A screenshot of the 'Shop' search bar. Below the search bar, there are navigation links: 'Go to: **advanced search** | favorites | forms | non-catalog item | quick order' and 'Browse: suppliers | categories | contracts'. The 'advanced search' link is highlighted in yellow.

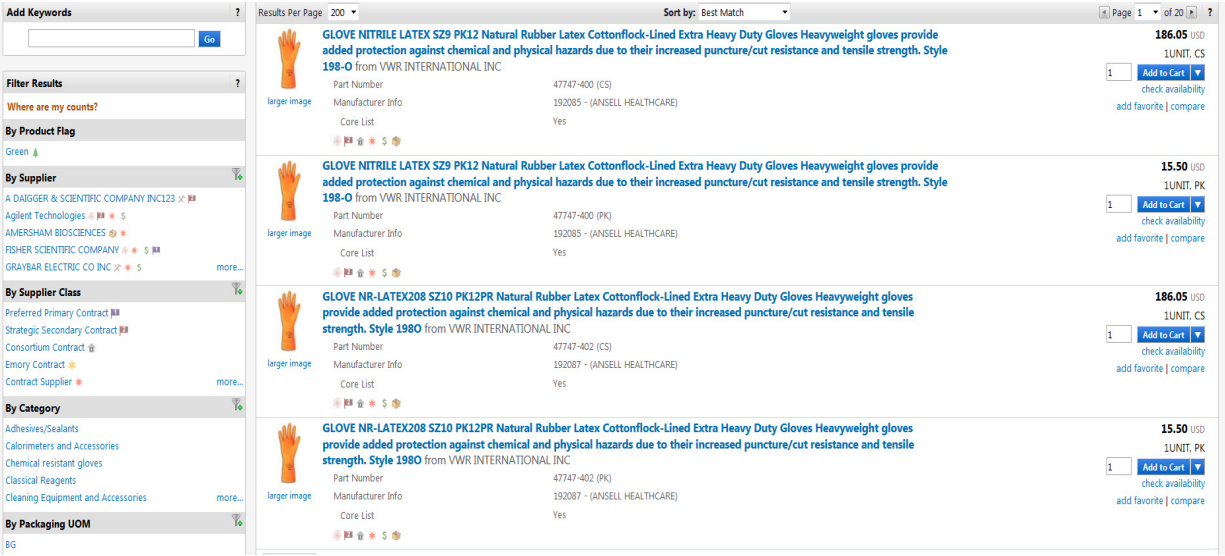
A screenshot of the 'Advanced Search' form. It includes a dropdown menu set to 'Everything' and a link to 'simple search'. The form is divided into sections: 'Find Results That Have:' with fields for 'All of These Words', 'Part Number (SKU)', 'Supplier', and 'Manufacturer Name'; 'Other Options' with fields for 'Exact Phrase', 'Any of These Words', and 'Exclude Words'; and 'Custom Attributes' with checkboxes for 'Core List' and 'Energy Star'. A blue 'Search' button and a checkbox for 'Hide Advanced Search on search results' are at the bottom.



Preferred Primary Contract  : indicates top choice suppliers for Emory

Emory Contract  : indicates Emory negotiated discount pricing

You can filter your search results using links to the left of your search results. You may also *Sort by* using the drop down at the top of your results.



Filter Results

Where are my counts?

By Product Flag

Green

By Supplier

A DAGGER & SCIENTIFIC COMPANY INC123

Agilent Technologies

AMERSHAM BIOSCIENCES

FISHER SCIENTIFIC COMPANY

GRAYBAR ELECTRIC CO INC

By Supplier Class

Preferred Primary Contract

Strategic Secondary Contract

Consortium Contract

Emory Contract

Contract Supplier

By Category

Adhesives/Sealants

Calorimeters and Accessories

Chemical resistant gloves

Classical Reagents

Cleaning Equipment and Accessories

By Packaging UOM

BG

Results Per Page: 200

Sort by: Best Match

Page 1 of 20

GLOVE NITRILE LATEX SZ9 PK12 Natural Rubber Latex Cottonflock-Lined Extra Heavy Duty Gloves Heavyweight gloves provide added protection against chemical and physical hazards due to their increased puncture/cut resistance and tensile strength. Style 198-O from VWR INTERNATIONAL INC

Part Number: 47747-400 (CS)

Manufacturer Info: 192085 - (ANSELL HEALTHCARE)

Core List: Yes

186.05 USD

1 UNIT, CS

Add to Cart

check availability

add favorite | compare

GLOVE NITRILE LATEX SZ9 PK12 Natural Rubber Latex Cottonflock-Lined Extra Heavy Duty Gloves Heavyweight gloves provide added protection against chemical and physical hazards due to their increased puncture/cut resistance and tensile strength. Style 198-O from VWR INTERNATIONAL INC

Part Number: 47747-400 (PK)

Manufacturer Info: 192085 - (ANSELL HEALTHCARE)

Core List: Yes

15.50 USD

1 UNIT, PK

Add to Cart

check availability

add favorite | compare

GLOVE NR-LATEX208 SZ10 PK12PR Natural Rubber Latex Cottonflock-Lined Extra Heavy Duty Gloves Heavyweight gloves provide added protection against chemical and physical hazards due to their increased puncture/cut resistance and tensile strength. Style 1980 from VWR INTERNATIONAL INC

Part Number: 47747-402 (CS)

Manufacturer Info: 192087 - (ANSELL HEALTHCARE)

Core List: Yes

186.05 USD

1 UNIT, CS

Add to Cart

check availability

add favorite | compare

GLOVE NR-LATEX208 SZ10 PK12PR Natural Rubber Latex Cottonflock-Lined Extra Heavy Duty Gloves Heavyweight gloves provide added protection against chemical and physical hazards due to their increased puncture/cut resistance and tensile strength. Style 1980 from VWR INTERNATIONAL INC

Part Number: 47747-402 (PK)

Manufacturer Info: 192087 - (ANSELL HEALTHCARE)

Core List: Yes

15.50 USD

1 UNIT, PK

Add to Cart

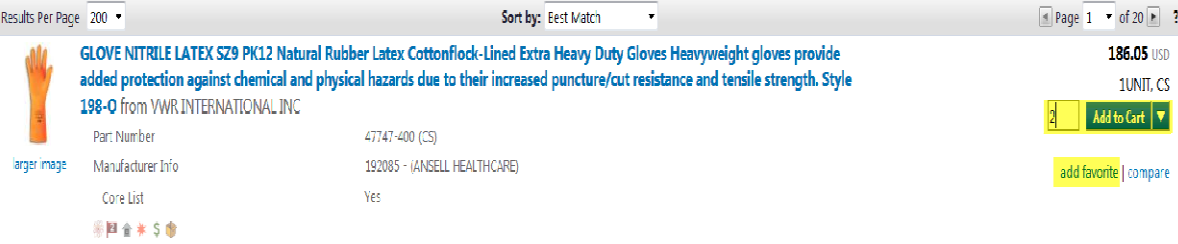
check availability

add favorite | compare

Enter the number of items you wish to order in the text box and select **Add to Cart** to begin your order.

6.1.2 Favorites

You may add frequently ordered items to a Favorites folder. To save an item as a favorite, select the **add favorite** link. The Favorites folder is accessible under your Shop bar.



Results Per Page: 200

Sort by: Best Match

Page 1 of 20

GLOVE NITRILE LATEX SZ9 PK12 Natural Rubber Latex Cottonflock-Lined Extra Heavy Duty Gloves Heavyweight gloves provide added protection against chemical and physical hazards due to their increased puncture/cut resistance and tensile strength. Style 198-O from VWR INTERNATIONAL INC

Part Number: 47747-400 (CS)

Manufacturer Info: 192085 - (ANSELL HEALTHCARE)

Core List: Yes

186.05 USD

1 UNIT, CS

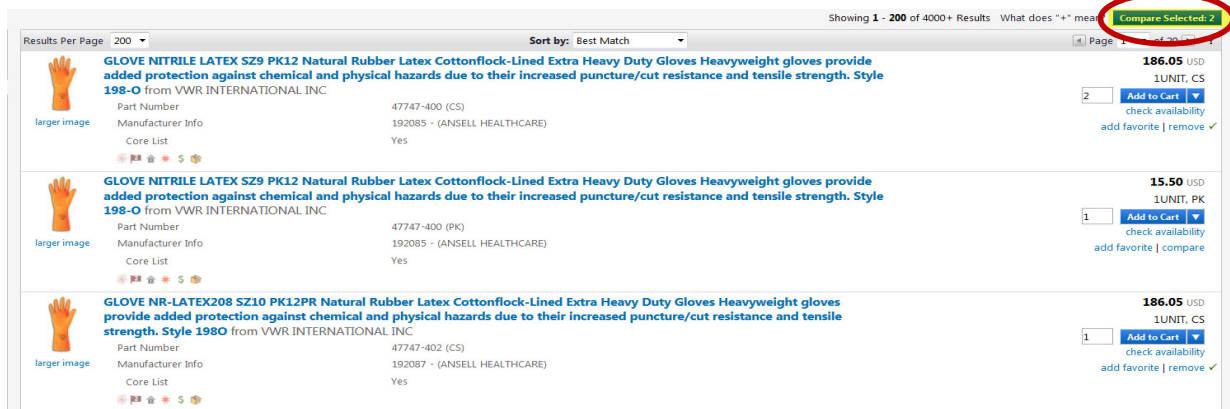
Add to Cart

add favorite | compare



6.1.3 Compare

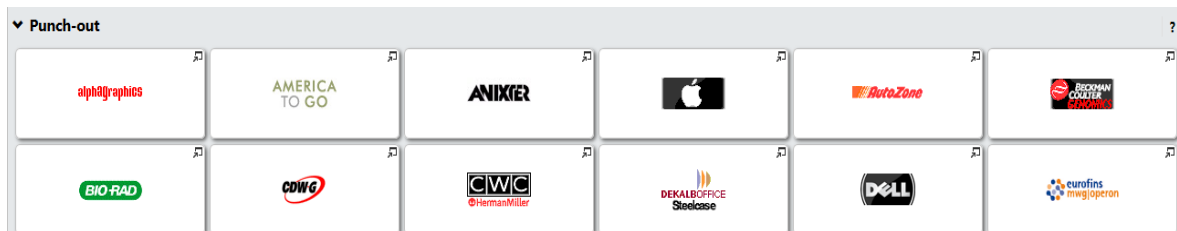
To compare multiple items, select the **compare** link next to the items you wish to relate. Then, select the **Compare Selected** button at the top of your search results.



6.2 PunchOuts

PunchOuts are direct access to Emory contract pricing on a supplier's website. You can search for products and add them to your Emory Express shopping cart. Some PunchOuts will open in a new window. Please ensure your pop-up windows are enabled prior to accessing the supplier's PunchOut

To access a PunchOut, *click on the supplier's icon.*





Search for products, add them to your cart, and submit your order to your Emory Express shopping cart.

To return to Emory Express without any products, choose the **Cancel PunchOut** button.

Your SciQuest Session will expire in: **179:45**

[Reset Session](#)

[Cancel PunchOut](#)

6.3 Non-Catalog Item

The non-catalog item is used to request items that are not available through Emory Express. It is also used for quotes not accessible via the PunchOut.

1. Select the **non-catalog item** link under Shop.

Shop Everything Go

Go to: [advanced search](#) | [favorites](#) | [forms](#) | **[non-catalog item](#)** | [quick order](#) Browse: [suppliers](#) | [categories](#) | [contracts](#)

2. Enter Supplier and select your supplier. If the supplier is not found, enter New Supplier. The supplier's name, address and email should be included in the Internal Notes when you checkout (see pages 30-31).

Non-Catalog Item ? X

Enter Supplier

or
[supplier search](#)

3. Complete the remaining **bolded fields**. The information should match your quote or the supplier's website. All quotes should be attached during checkout on the Final Review page. Be sure to only attach your quote at the line level to protect contractual agreements (see page 32-34).

Product Description	Catalog No.	Quantity	Confirmed Supplier Pricing	Packaging
 254 characters remaining expand clear				EA ▼



-
4. *Select the applicable item classification.* Please note that the Radioactive symbol must be selected for relevant items; failure to classify Radioactive materials accordingly will result in Radiation Safety rejecting your request.

☐		Controlled substance
☐		Recycled
☐		Hazardous material
☐		Radioactive
☐		Rad Minor
☐		Select Agent
☐		Toxin
☐		Energy Star
☐		Green

5. *To order additional items from that supplier, select **Save and Add Another**. After inputting all items, **Save and Close**.*

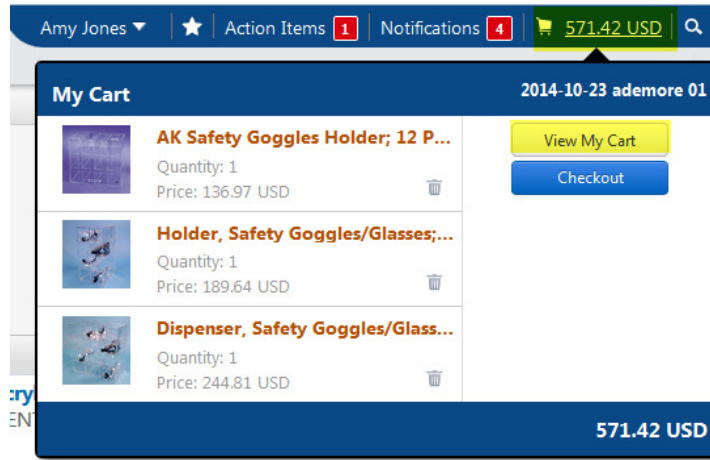
Save and Close	Save and Add Another	Close
-----------------------	-----------------------------	--------------



7. Shopping Cart

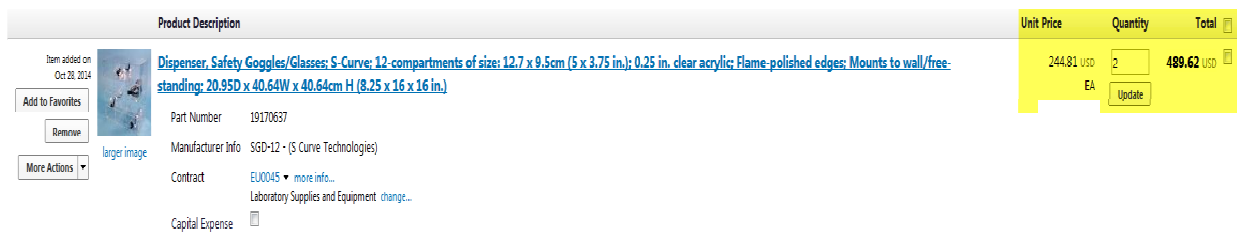
The Shopping Cart allows the user to change the quantities for catalog products and delete PunchOut supplier orders.

Select the dollar amount in your banner to access your Shopping Cart. Then select **View my Cart**.



7.1 Changing Quantities

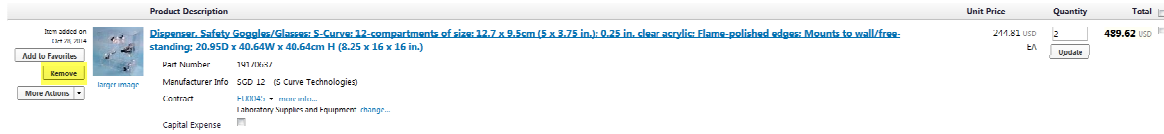
You may change the quantity to increase or reduce your order amount. Select the applicable **Update** button to save any changes. *The Total should reflect the Unit Price multiplied by the Quantity.*



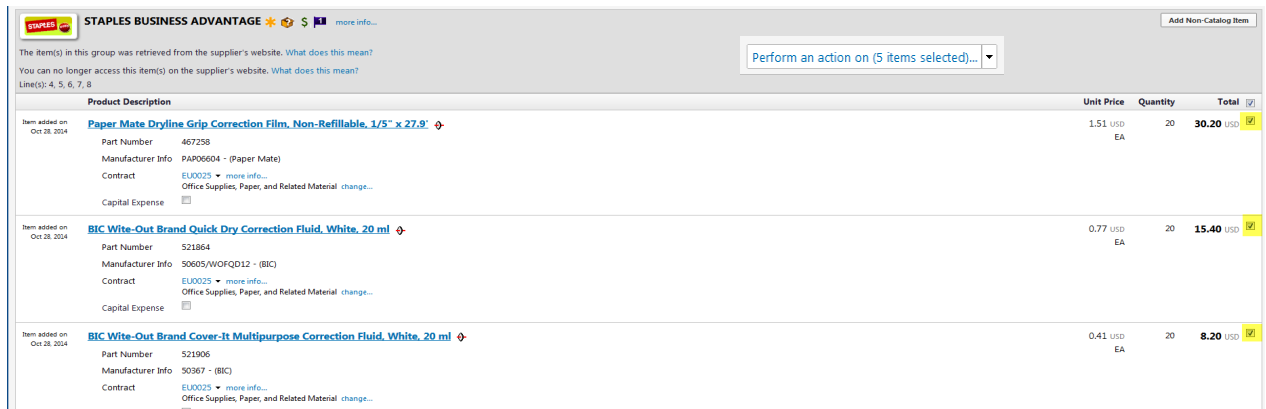


7.2 Removing Items

1. To remove Shop and non-catalog items, select the corresponding **Remove** button.



2. To remove PunchOut items, *select all items* using the checkboxes to the right of the extended amount. Then select the **Perform an action on...** link at the top of your shopping cart items. **Remove Selected Items.** Return to the PunchOut to shop again.



Add To Favorites

Remove Selected Items

Move to Another Cart

Change Supplier

Add to Draft Cart or Pending PR/PO

Add to PO Revision

Close



8. Proceed to Checkout

The Proceed to Checkout command provides functionality to view, add or change the following criteria:

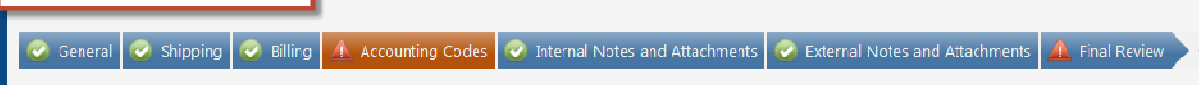
1. Shipping and delivery options
2. Accounting Codes
3. Internal and external notes and attachments

Select the **Proceed to Checkout** button to begin the checkout process.



You will land on the first page with errors. Use the workflow banner to access any page you need to edit.

Workflow Banner

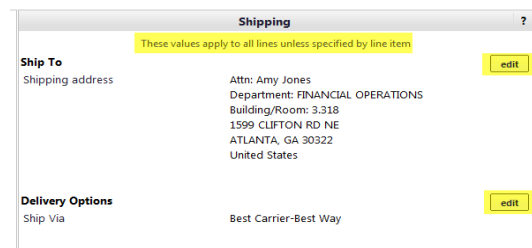


8.1 Shipping

The Shipping page allows you to edit shipping addresses and delivery options for your items. You may update the address and/or delivery options for all items in your cart or for individual items. Please note PunchOut orders may not deliver to multiples addresses; each order must deliver to a single address.

8.1.1 Addresses/Delivery Changes for all Items

1. To change addresses or delivery options for all items, **edit** the Shipping Address or Delivery Options at the top of your page. The Delivery Option defaults to *Best Carrier-Best Way*. You may edit the option to expedite delivery.





2. If the address is in your profile, you may *select from the down arrow*. Choose the *applicable address* and **Save**.

Ship To ? X

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address select from your addresses

To choose a different address, [click here](#)

Address Details

Attn:	Amy Jones
Department:	FINANCIAL OPERATIONS
Building/Room:	
Address Line 1	1599 CLIFTON RD NE
City	ATLANTA
State	GA
Zip Code	30322
Country	United States

[Save](#) [Cancel](#)

3. If the address is not in your profile:
 - a. Select the **click here** link.

Ship To ? X

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address select from your addresses

To choose a different address, [click here](#)

- b. Select from org addresses.

Ship To ? X

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address select from your addresses

[select from org addresses](#)

- c. Enter your street number in the Nickname/Address Text box and **Search**. Select the correct address.

Address Search ?

Nickname / Address Text

[Search](#)

Results Per Page: 20 **Addresses Found: 1** Page 1 of 1 ?

Name	Address
1599 CLIFTON	Attn: Amy Jones Department: FINANCIAL OPERATIONS Building/Room: 1599 CLIFTON RD NE ATLANTA, GA 30322 United States

[select](#)



d. *Enter the Building/Room number and Save.*

Ship To

Complete the fields below to enter your shipping address for this order. If you change, select a different address from the available options.

Shipping address [select from your addresses](#)

[select from org addresses](#)

Address Details

Attn: Amy Jones

Department: FINANCIAL OPERATIONS

Building/Room:

Address Line 1 1599 CLIFTON RD NE

City ATLANTA

State GA

Zip Code 30322

Country United States

☐ Save this address for future use

Save **Cancel**

8.1.2 Addresses/Delivery Changes for Individual Items

To change addresses or delivery options for individual items, *edit the Shipping Address or Delivery Options next to the applicable item*. Please note: PunchOut items must deliver to the same location; you may choose to ship all PunchOut items to an alternate location, however you may not split the order among multiple shipping addresses.

	Product Description	Catalog No	Size
1	Dispenser, Safety Goggles/Glasses; S-Curve; 12-compartments of size: 12.7 x 9.5cm (5 x 3.75 in.); 0.25 in. clear acrylic; Flame-polished edges; Mounts to wall/free-standing; 20.95D x 40.64W x 40.64cm H (8.25 x 16 x 16 in.)	19170637	
	more info...		
	Ship To (same as header)		
	Delivery Options (same as header)		

Emory Express will notate the line item when the address or delivery option differs from the header. It is important to note any symbols on your Checkout screen. symbols indicate a line level change. Always review the applicable page when the symbol appears to verify the line level change is accurate.

1	Dispenser, Safety Goggles/Glasses; S-Curve; 12-compartments of size: 12.7 x 9.5cm (5 x 3.75 in.); 0.25 in. clear acrylic; Flame-polished edges; Mounts to wall/free-standing; 20.95D x 40.64W x 40.64cm H (8.25 x 16 x 16 in.)	19170637
	more info...	
	Ship To values have been overridden for this line	
	Shipping address	Attn: Amy Jones Department: FINANCIAL OPERATIONS Building/Room: Front Desk 1599 CLIFTON RD NE ATLANTA, GA 30322 United States
	copy to other lines	
	Delivery Options (same as header)	



To copy this change to another item/items, select the **copy to other lines** link. *Select the additional lines and Copy.*

Product Description	Catalog No
1 Dispenser, Safety Goggles/Glasses; S-Curve; 12-compartments of size: 12.7 x 9.5cm (5 x 3.75 in.); 0.25 in. clear acrylic; Flame-polished edges; Mounts to wall/free-standing; 20.95D x 40.64W x 40.64cm H (8.25 x 16 x 16 in.) more info...	19170637
Ship To values have been overridden for this line Shipping address Attn: Amy Jones Department: FINANCIAL OPERATIONS Building/Room: Front Desk 1599 CLIFTON RD NE ATLANTA, GA 30322 United States	
copy to other lines	

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
Ship To ? X						
FISHER SCIENTIFIC COMPANY ACCT# 240212-032, P O BOX 404705, 2000 PARK LANE, ATLANTA, GA 30384-4705 US						
2 Holder, Safety Goggles/Glasses; S-Curve; Eight compartments with 9.4 x 9.4 x 20.32cm (3.7 x 3.7 x 8 in.); 0.25 in. clear acrylic; Flame-polished edges; Mounts to wall/free-standing; 20.9D x 20.3W x 40.6cm H (8.25 x 8 x 16 in.) more info...	19170655	EA	189.64	1 EA	189.64 USD	☒
3 AK Safety Goggles Holder; 12 Pairs; 1/EA AK238 more info...	17987140H	17 L x 12 1/2 W x 8 in D EA	136.97	1 EA	136.97 USD	☒

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
STAPLES BUSINESS ADVANTAGE 500 STAPLES DRIVE, P O BOX 405386, FARMINGHAM, MA 01702 US						
4 Paper Mate Dryline Grip Correction Film, Non-Refillable, 1/5" x 27.9" more info...	467258	EA	1.51	20 EA	30.20 USD	☐
5 BIC Wite-Out Brand Quick Dry Correction Fluid, White, 20 ml more info...	521864	EA	0.77	20 EA	15.40 USD	☐
6 BIC Wite-Out Brand Cover-It Multipurpose Correction Fluid, White, 20 ml more info...	521906	EA	0.41	20 EA	8.20 USD	☐
7 BIC Wite-Out Brand EZ Correct Correction Tape, White, 1/6" x 472", 10/PK more info...	483018	PK	10.84	10 PK	108.40 USD	☐
8 Staples Correction Tape, 1 Line Mini, 1/5" x 234", 6/PK more info...	611278	PK	1.69	20 PK	33.80 USD	☐

[Copy](#) [Cancel](#)

8.2 Billing

All invoices route to Payment Services for review and processing. Invoices are electronically sent through Emory Express or uploaded into Emory Express through an imaging tool. This allows users to view invoice information at any time without handling physical paper. For information on how to view your invoices in Emory Express, please see pages 58-61.

Billing

These values apply to all lines unless specified by line item

Bill To

Billing address

Payment Services
PO Box 740046
ATLANTA, GA 30348
United States



8.3 Accounting Codes

The Account Codes page allows you to edit SmartKey and Account Codes for your items. You may update the SmartKey and/or Account Codes for all items in your cart or for individual items.

8.3.1 SmartKey/Account Code Changes for all Items

1. To change the SmartKey or Account Code for all items, **edit** the Accounting Codes at the top of your page.

Accounting Codes						?
GL Business Unit	Smart Key	Account Code	Department ID	Project	Activity	
EMUNV Emory University	no value Required field	no value Required field	no value Required field	no value	no value	edit

2. If the code is in your profile, you may **Select from profile values**. *Select the down arrow and choose the applicable code. Save.*

Accounting Codes

GL Business Unit	Smart Key	Account Code
EMUNV Select from profile values... Select from all values...	Select from profile values... Required field	Select from profile values... Select from all values... Required field

Accounting Codes

GL Business Unit	Smart Key	Account Code	
EMUNV Select from profile values... Select from all values...	Hide profile values... 0000001331 - Vice President for Finance1002 0000001348 - Financial Operations: PTP1002A	Select from profile values... Select from all values... Required field	Required field

Save

3. If the code is not in your profile, *enter it directly in the corresponding text box*. **Save.**

Accounting Codes

GL Business Unit	Smart Key	Account Code	
EMUNV Select from profile values... Select from all values...	0000001348 Select from profile values... Required field	53300 Select from profile values... Select from all values... Required field	Required field

Save



8.3.2 SmartKey/Account Code Changes for Individual Items

1. To change the SmartKey or Account Code for individual items, **edit** the Accounting Codes next to the applicable item.

	Product Description	Catalog No	Size
1	Dispenser, Safety Goggles/Glasses; S-Curve; 12 compartments of size: 12.7 x 9.5cm (5 x 3.75 in.); 0.25 in. clear acrylic; Flame-polished edges; Mounts to wall/free-standing: 20.95D x 40.64W x 40.64cm H (8.25 x 16 x 16 in.) more info...	19170637	
Ship To (same as header) edit Delivery Options (same as header) edit			

2. Emory Express will notate the line item when the accounting codes differ from the header. It is important to note any symbols on your Checkout screen. symbols indicate a line level change. Always review the applicable page when the symbol appears to verify the line level change is accurate.

Self Stick Label And Tab Protectors, 3-1/2"x1-11/16", Clear  [more info...](#) 334781

Accounting Codes

 values have been overridden for this line

GL Business Unit	Smart Key	Account Code	Department ID
EMUNV	0000001348	53200	113010
Emory University	Financial Operations: PTP1002A	Supplies - Office Exp	Financial Operations: PTP

copy to other lines

8.4 Final Review Notes and Attachments

The Final Review page allows you to edit Notes and Attachments for your items. You may attach notes and attachments at an internal or external level.

8.4.1 Internal Notes and Attachments

Internal Notes and Attachments are used to provide additional information to your order approvers, including any special Emory approvers and Procurement. Information posted in Internal Notes and Attachments do not transmit to the supplier.

1. To add an Internal Note from the Final Review Page, select the Internal Notes and Attachments **edit** button. *Enter the note* and **Save**.

Internal Notes and Attachments

Internal Note no note edit

Internal Attachments [add attachment...](#)

Internal Note ? X

Internal Note

New Supplier information is: ABC
Supplier, 123 Main Street, Atlanta
GA, mynewsupplier@email.com
[expand](#) [clear](#)

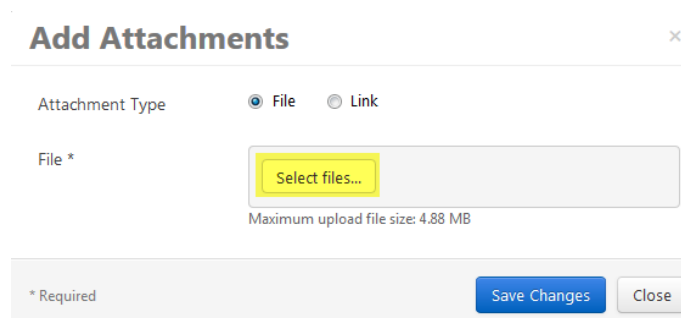
Save Cancel



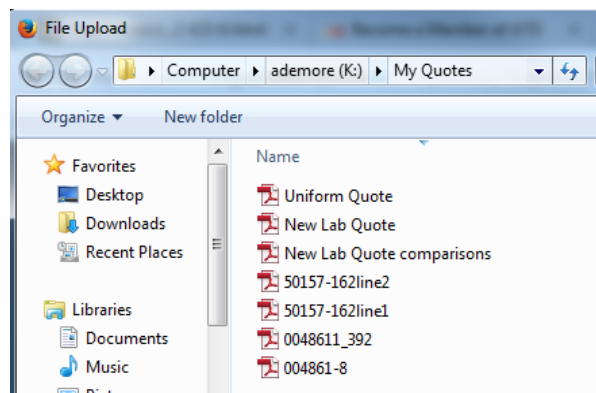
2. To add an Internal Attachment from the Final Review Page:
 - a. Select the Internal Attachments **add attachment...** link.



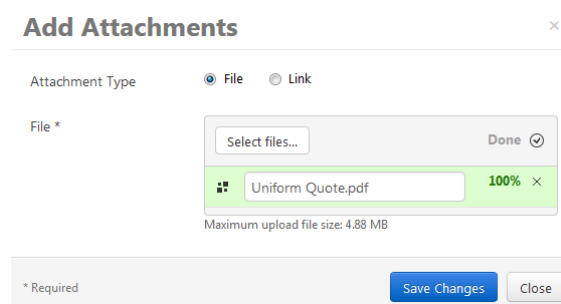
- b. Select Files.



- c. Locate your file and double click the name.

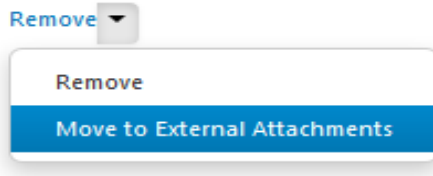


- d. **Save Changes.** For multiple files, **Select Files** and repeat steps c and d.





3. To remove an Internal Attachment, select the corresponding **Remove** link. To move it to External Attachments, select the corresponding *Remove down arrow* and **Move to External Attachments**.



8.4.2 External Notes and Attachments

External Notes and Attachments are used to provide additional information to Suppliers. They often consist of quotes, promotion codes, and customer account numbers. Because the majority of attachments consist of confidential quoted pricing, you will attach them only at the line level.

1. To add an External Note from the Final Review Page, select the **Edit** button next to the first item you are ordering from the intended supplier recipient. *Enter the note* in the External Notes field and **Save**.

Size / Packaging	Unit Price	Quantity	Ext. Price	
1/EA	2.00	25 EA	50.00 USD	
Internal Note no note				
Internal Attachments 				
External Note no note				
Attachments for supplier 				

Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
12	1/EA	2.00	25 EA	50.00 USD
Internal Note Select price or contract... 				
External Note Customer Number 1234 				



2. To add an External Attachment from the Final Review Page:
 - a. Select the External Attachments **add attachment...** link next to the first item you are ordering from the intended supplier recipient.

/ Packaging	Unit Price	Quantity	Ext. Price		
1/EA	2.00	25 EA	50.00 USD	☐	☐
Internal Note no note					
Internal Attachments Add Attachments					
External Note no note					
Attachments for supplier Add Attachments					
edit					

- b. Select Files.

Add Attachments

Attachment Type ☒ File ☐ Link

File *

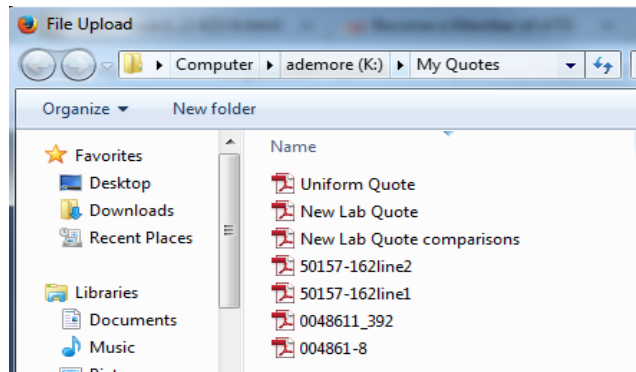
Select files...

Maximum upload file size: 4.88 MB

* Required

Save Changes Close

- c. Locate your file and double click the name.



- d. **Save Changes.** For multiple files, **Select Files** and repeat steps c and d.

Add Attachments

Attachment Type ☒ File ☐ Link

File *

Select files... Done

Uniform Quote.pdf 100% x

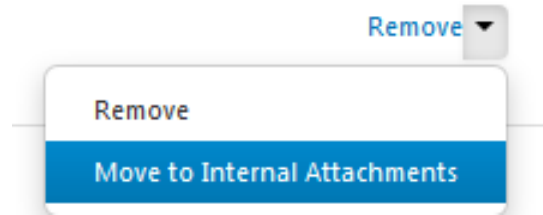
Maximum upload file size: 4.88 MB

* Required

Save Changes Close



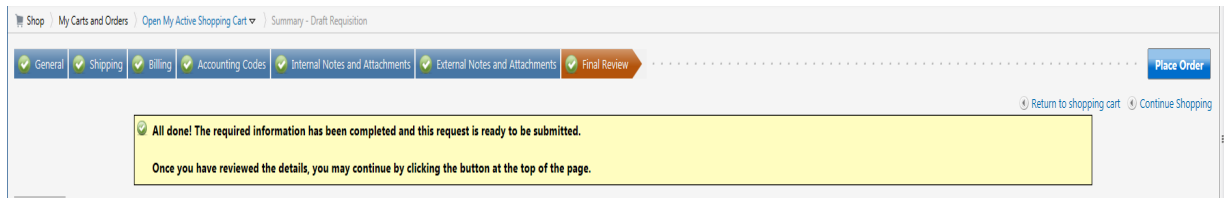
3. To remove an External Attachment, select the corresponding **Remove** link. To move it to Internal Attachments, select the corresponding *Remove down arrow* and **Move to Internal Attachments**.



8.5 Final Review and Place Order

In addition to adding Notes and Attachments, the Final Review page is the final step prior to placing your order. Verify all fields are correct prior to placing your order. Once the order is placed, you may not edit it. Please remember to note any  symbols on your Checkout screen.  Symbols indicate a line level change. Always review the applicable page when the  symbol appears to verify the line level change is accurate.

When your order is correct and you are ready to submit it for approval, click the **Place Order** button.



9. Checking Status

Emory Express provides real time information on the status of your requisitions. It also delivers the requisition workflow routing and a list of approvers for each approval step. Actions throughout the life of the requisition are available through the history tab.

To check status of your requisition:

1. Select your name from the banner. Then select **My Pending Requisitions**.



2. Select the requisition number.

Results Per Page	500
Requisition No.	Supplier(s)
55079137	A.Daigger Staples
54077428	A.Daigger New Supplier Staples

3. Select the **PR Approvals** tab.

Requisition	PR Approvals	PO Preview	Comments	Attachments	History
Summary					
General Shipping Billing Accounting Codes Internal					
Hide header					
General					
Status	Pending Department Approval 1				
Submitted	9/25/2014 2:59 PM				
Cart Name	2014-09-10 student01 01				
Description	no value				

4. Your requisition is pending in the Active workflow step. Select **view approvers** to see who should approve this requisition. Please note only one person per group is required to approve.

Requisition	PR Approvals	PO Preview	Comments	Attachments	History
Orientation: Horizontal					
Submitted Student 01 9/25/2014 2:59 PM PR Validation Notification Sent Department Approval 1 Active view approvers Department Approval 2 Future view approvers					
Workflow Step Approvers (Department Approval 1) ? X Approver Group : Department ID: 113010 (Financial Operations: PTP): (All Values) Amy Jones amy.demore@emory.edu approver 01 nobody@scquest.com approver 02 nobody@scquest.com approver 03 nobody@scquest.com					

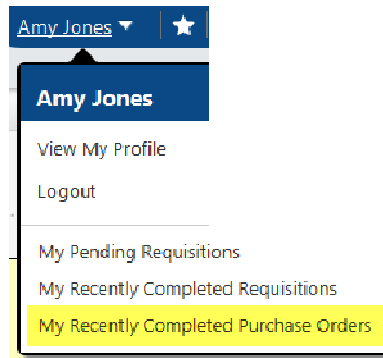


10. Receive/Complete an Order

Procurement policy dictates that departments must acknowledge receipt of all orders over \$4999. This is done through the Emory Express receiving process. The receiving process is an authorization to pay for goods and services received. If the goods and/or services are still in transit or arrived damaged, do not complete this process. You may document any extenuating circumstances through the Purchase Order's comments tab (see pages 38-40).

10.1 Completing a Receipt

1. *Select your name* from the banner. Then select **My Recently Completed Purchase Orders**.



2. *Select the Purchase Order number* you need to receive. Click **Go**.

Showing 1 - 2 of 2 Results

Last 90 days (7/31/2014-10/28/2014)

Create Quantity Receipt

Go

Results Per Page 500

Sort by: Best match

Page 1 of 1

?

PO No	Supplier	Creation Date/Time	Requisition No.	Requisitioner	Supplier Status	Settlement Status	PO Total	
 S011649 	Fisher Scientific	9/22/2014 5:31 PM	51941319	Student 01	Sent	No Matches	310.50 USD	
 S011643  	Fisher Scientific	9/22/2014 5:31 PM	51059468	Student 01	Sent	No Matches	358.75 USD	

3. *Update the quantity* to reflect the amount received, **Save Updates**, and **Complete**.

Line Details									
Show Receipt Details									
PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
S011643	1	American Educational Products Graduated Polypropylene Beakers; 50mL; 12/PK 7-S95153	S95153	15 PK		9		Received	Remove Line Receive & Return
S011643	2	graduated beakers	NA	5 12/DZ		4		Received	Remove Line Receive & Return

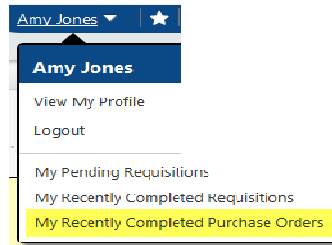
Delete Add PO Save Updates Complete



10.2 Correcting/Deleting a Receipt

You can correct or delete a receipt if it is not matched to an invoice.

1. *Select your name* from the banner. Then select **My Recently Completed Purchase Orders**.



2. *Select the Purchase Order number* for the receipt you need to correct.

✓ S011643	Fisher Scientific	9/22/2014 5:31 PM	51059468	Student 01	Sent	Partially Received No Matches	358.75 USD
-----------	-------------------	-------------------	----------	------------	------	----------------------------------	------------

3. Select the **Receipts** tab. *Select the Receipt No.* you need to correct.

Status	Purchase Order	Revisions	PO Approvals	Shipments	Receipts	Invoices	Comments	Attachments (1)	History
Receipts									
Receipt No.					Receipt Date				
8653730					10/28/2014				

4. **Reopen Receipt.** The system will prompt you to document the reason. *Enter the reason* and confirm **Reopen Receipt**.

Summary

Comments (0)

History

Header Information

Receipt Name	2014-10-28 student01 01	Receipt Create Date	10/28/2014 12:51:56 PM	Complete Date	10/28/2014 1:01:05 PM	Source	Manual
Revised N/A	Revised Date	Disburse Clin N/A	Committer Name	Revised Inv			

Reopen Receipt Reason

You must provide a reason for reopening a receipt. If you select a user they will receive an email indicating that the receipt has been reopened.

Email notification(s):

☐ Student 01 (Received by) <nobody@sciquest.com>

[add email recipient...](#)

Correct quantity received

975 characters remaining

[expand](#) [clear](#)

[Reopen Receipt](#) [Cancel](#)

5. *To make corrections, Save Updates, and Complete.* *To delete* a receipt, select **Delete**.

Line Details									
Show Receipt Details									
PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
S011643	1	American Educational Products Graduated Polypropylene Beakers 50mL, 12/PK 7 595153	595153	15 PK		0		Received	Remove Line Recreate & Refresh
S011643	2	graduated beakers	NA	5 12/OZ		4		Received	Remove Line Recreate & Refresh
							Delete	Add PO	Save Updates Complete

11. Adding Comments

Emory Express offers an Add Comment action to assist with order communication. It is the primary communication tool used in Procurement and Payment Services regarding orders and invoices. We encourage end users to use this tool when communicating within your department.

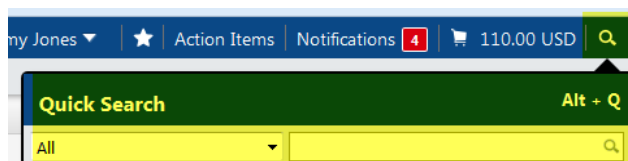
To add a comment to a document in Emory Express, locate the document (requisition, purchase order, or invoice number) in Emory Express.

Recent requisitions and orders are accessible by selecting your name in the Emory Express banner:



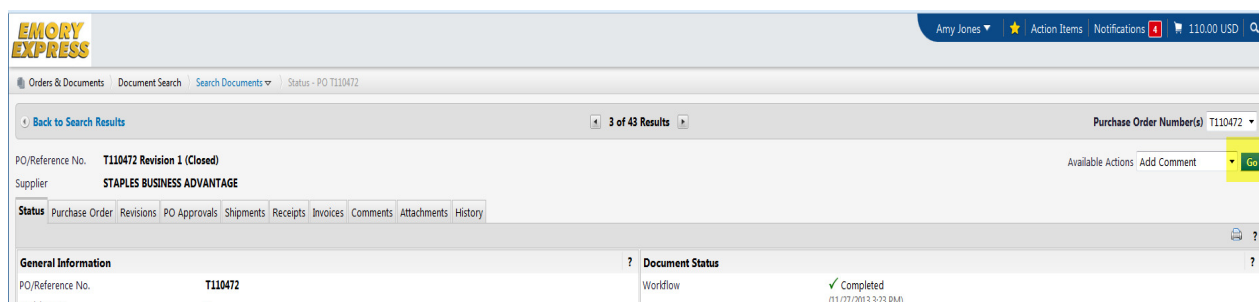
Locate older orders using the Document Search steps on page 32-35.

If you have the document reference number, you may locate it using the Quick Search tool on the Emory Express banner



Once you have located your document:

1. Click **Go** in the Available Actions menu.





2. All users who have acted on the document will appear. *Select a recipient if applicable.* (If your recipient is not listed, see step 3.) *Enter your comment. Attach documentation if needed.* **Add Comment.**

Add Comment ? X

This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document.

Email notification(s):

☒ Amy Jones (Prepared by) <ademore@emory.edu>
[add email recipient...](#)

Please advise if you have received these products.

950 characters remaining [expand](#) | [clear](#)

Attach file to this document (optional):

Attachment Type: File

File Name:

File: No file selected.

3. If your recipient is not listed:
 - a. Select **add email recipient...**

Add Comment ? X

This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document.

Email notification(s):

☒ Amy Jones (Prepared by) <ademore@emory.edu>
[add email recipient...](#)



b. *Search for the recipient and select.*

Name	User Name	Email	Phone	Action
Hulsey, Jennifer	jhulsey	jennifer.hulsey@emory.edu	+1 (404) 727-8096	[select]

c. *Enter your comment. Attach documentation if needed. Add Comment.*

Add Comment ? X

This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document.

Email notification(s):

- ☒ Amy Jones (Prepared by) <ademore@emory.edu>
- ☒ Jennifer Hulsey <jennifer.hulsey@emory.edu>

[add email recipient...](#)

Please advise if you have received these products.

950 characters remaining [expand](#) | [clear](#)

Attach file to this document (optional):

Attachment Type: File

File Name:

File: Browse... No file selected.

Add Comment **Cancel**



12. Cancelling an Order

Due to speed of fulfillment, please contact the supplier first to cancel your order. If they are able to successfully cancel your order, please add a comment to the Purchase Order using the steps on pages 38-40. Please use Emory Express as the recipient name to ensure the message delivers to Procurement Operations. Your comments should indicate your request to cancel and confirmation that you successfully cancelled with the supplier.

If you are unable to cancel with the supplier, you **cannot** request to cancel in Emory Express. The supplier will discuss return options and supply a credit memo to Payment Services to credit your SmartKey upon returned receipt of goods or completion of the agreed upon return terms.

Add Comment ? X

This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document.

Email notification(s):

☐ Amy Jones (Prepared for, Requisition prepared by)
<ademore@emory.edu>

☒ Emory Express <e-market@emory.edu>

[add email recipient...](#)

Please cancel this order. I successfully cancelled with Joe Brown at ABC Enterprises on 11/3/2014.

901 characters remaining [expand](#) | [clear](#)

Attach file to this document (optional):

Attachment Type File ▼

File Name

File No file selected.



13. Document Search

Document Search provides the ability to search across Requisitions, Purchase Orders, and Invoices at the same time. It allows for simple and advanced searches. You may export your results into excel for easy reporting.

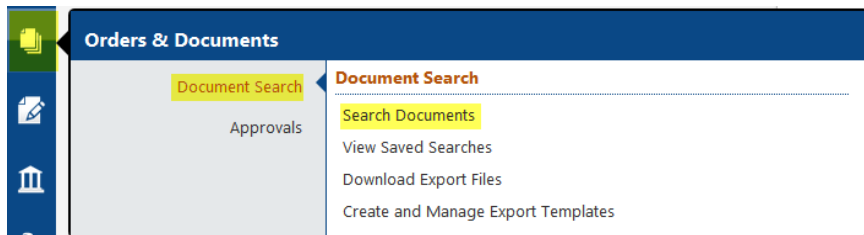
13.1 Simple Search

The following fields are searchable in the Simple Search box:

- Requisition Number
- Purchase Order Number
- Invoice Number (Emory's Voucher ID generated in Compass Financials)
- Supplier Invoice Number
- Catalog Number
- Requisition Name
- Supplier Name

You may enter a single criterion or enter a combination. If you enter a combination, Emory Express will treat it as an AND search.

To access Document Search, select the **Orders & Documents** icon from the vertical menu. Then select **Search Documents**.



Enter your search criteria and Go.

Search

Enter search terms such as document numbers, suppliers, and product information.

Results will appear on the next page.

Showing 1 - 2 of 2 Results

Results Per Page: 500

Sort by: Best match

Create Quantity Receipt

PO No	Supplier	Creation Date/Time	Requisition No.	Requisitioner	Supplier Status	Settlement Status	PO Total
✓ T182050	STAPLES BUSINESS ADVANTAGE	4/16/2014 10:26 AM	49391715	Amy Jones	Sent	Closed Fully Invoiced Fully Matched	402.96 USD
✓ T178602	STAPLES BUSINESS ADVANTAGE	4/9/2014 5:39 PM	49284335	Amy Jones	Sent	Closed Fully Invoiced Fully Matched	407.78 USD

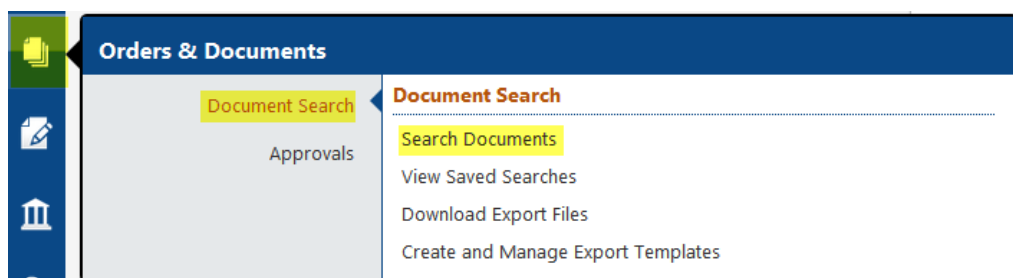
13.2 Advanced Search

Advanced search allows you to target additional criteria for more specific reporting needs. The following fields may be targeted using Advanced Search:

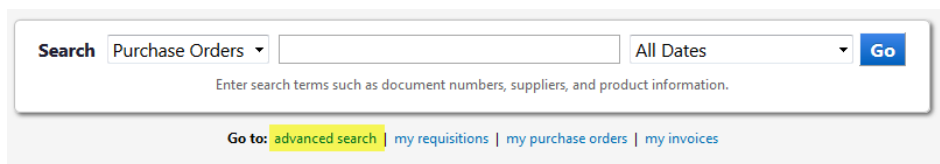
- Purchase Order Number
- Purchase Order Information (Participants, Dates, Amounts, Supplier, Department originated in)
- Item/Product Information
- Contract Information
- Requisition Information
- Receipt Information
- Invoice Information
- Workflow Step
- Supplier Status
- Receipt, Invoice, or Matching Status
- Custom Fields (SmartKey, Account Codes, Department IDs, Projects)

You may enter a single criterion or enter a combination.

To access Advanced Search, select the **Orders & Documents** icon from the vertical menu. Then select **Search Documents**.



Select the **advanced search** link.





Select a document type to open more filter options.

Go to: [simple search](#) | [my requisitions](#) | [my purchase orders](#) | [my invoices](#)

Search All Documents simple search

Go

Generate **Document**

Document Number(s)

Document Information

Enter your search criteria and Go.

Search Purchase Orders simple search

Go

Purchase Order Identification

Purchase Order Number(s)

Purchase Order Information

Participant(s)

Owner

Prepared By

Approved By

Date

Total Amount

Supplier

Results will appear on the next page.

Showing 1 - 2 of 2 Results

Results Per Page: 500

Sort by: Best match

Page 1 of 1

Create Quantity Receipt **Go**

PO No	Supplier	Creation Date/Time	Requisition No.	Requisitioner	Supplier Status	Settlement Status	PO Total
T182050	STAPLES BUSINESS ADVANTAGE	4/16/2014 10:26 AM	49391715	Amy Jones	Sent	Closed Fully Invoiced Fully Matched	402.96 USD
T178602	STAPLES BUSINESS ADVANTAGE	4/9/2014 5:39 PM	49284335	Amy Jones	Sent	Closed Fully Invoiced Fully Matched	407.78 USD



13.3 Date Range

You may narrow your search results to a specific date range through the Date Range down arrow. Options include:

- Custom Date Range
- By predefined days
- Calendar Month or Year to Date
- Prior Month or Year
- Current Fiscal Year to Date
- Prior Fiscal Year

13.4 Post Filter Options

There are a series of post filter options available from search results. Examples of post filter options include:

- Workflow Status
- Supplier
- Prepared By
- Receipt Status
- Invoice Status

13.5 Quick View Next & Previous

Document Search provides a Quick View link for documents you wish to view without leaving your search results. Select the  to access Quick View.

Results Per Page		500		Sort by: Best match		Page 1 of 1		?	
PO No	Supplier	Creation Date/Time	Requisition No.	Requisitioner	Supplier Status	Settlement Status	PO Total		
 T182050	STAPLES BUSINESS ADVANTAGE	4/16/2014 10:26 AM	49391715	Amy Jones	Sent	 Closed Fully Invoiced Fully Matched	402.96 USD		
 T178602	STAPLES BUSINESS ADVANTAGE	4/9/2014 5:39 PM	49284335	Amy Jones	Sent	 Closed Fully Invoiced Fully Matched	407.78 USD		

The Quick View contains a Next & Previous to help scroll through your results without have to navigate back to the Document Search screen and selecting the next document in line.

Document Navigator Display			
<Previous 1 of 2 Next>			
PO Summary - T182050			
PO/Reference No. T182050			
Supplier STAPLES BUSINESS ADVANTAGE			
General Information		Shipping Information	Billing/Payment
PO/Reference No.	T182050	Ship To	Bill To
Revision No.	1	Attn: Jay Barrett	Payment Services
Supplier Name	STAPLES BUSINESS ADVANTAGE	Department: FINANCIAL OPERATIONS	PO Box 740046
		Building/Room: Reception Closet	ATLANTA, GA 30348



13.6 Saving Searches

You can save common search parameters in your Document Search Dashboard. When a search is saved, it retains all search criteria.

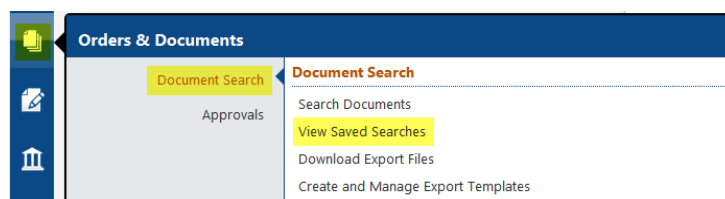
1. After running a commonly used search, select **Save Search**.

The screenshot shows the 'Document Search' interface. At the top, there are buttons for 'Start New Search' and 'Edit Search'. Below this, the 'Search Terms' section includes a 'Keyword' field with the text '697216 staples'. The 'Filtered by' section shows 'Type: Purchase Orders' and 'Date Range: All Dates'. The 'Owner' section has a checkbox for 'Amy Jones' which is checked. At the bottom of the search criteria section are buttons for 'Save Search' (highlighted in green) and 'Export Search'. On the right side, there is a results pane showing 'Showing 1 - 2 of 2 Results' and 'Results Per Page: 50'. It lists two purchase orders: 'T182050' and 'T178602', each with a green checkmark and a document icon.

2. Name the report. Select a Personal folder. **Save**.

The screenshot shows the 'Add to Saved Searches' dialog box. It has two steps. 'Step 1: Edit Saved Document Search Details' includes a 'Document Search Nickname' field with the text 'Staples Tree Free Paper Orders' and a link for 'Add Description'. 'Step 2: Select Destination Folder' shows a tree view with 'Personal' and 'Shared' folders. Under 'Personal', there is a folder named 'My Saved Searches' which is highlighted with a blue box. At the bottom right of the dialog are 'Save' and 'Cancel' buttons.

3. Access Saved Searches through the **Orders & Documents** icon from the vertical menu. Then select **View Saved Searches**.



4. *Select the applicable Personal folder.*

- a. You may **Export** if no search parameter changes are needed.

[Staples Tree Free Paper Orders](#)

[Add Shortcut](#) [Export](#) [Go](#) 
[edit](#) | [move/copy](#) | [delete](#)

- b. *Select the search name if you need to edit the criteria.*

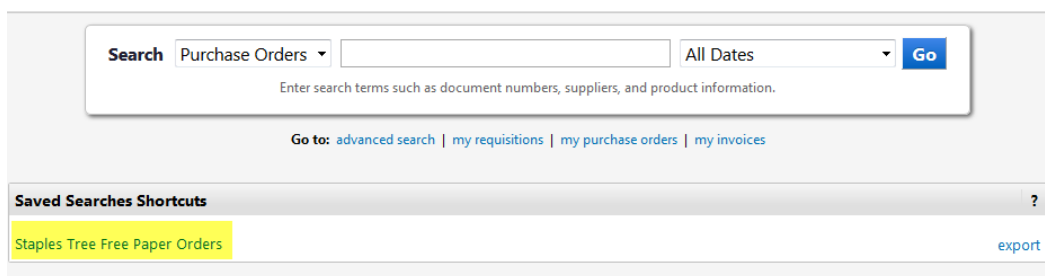
[Staples Tree Free Paper Orders](#)

[Add Shortcut](#) [Export](#) [Go](#) 
[edit](#) | [move/copy](#) | [delete](#)

- c. Select **Add Shortcut** to add it to your Orders and Documents Simple Search Screen.

[Staples Tree Free Paper Orders](#)

[Add Shortcut](#) [Export](#) [Go](#) 
[edit](#) | [move/copy](#) | [delete](#)



Search Purchase Orders All Dates Go
 Enter search terms such as document numbers, suppliers, and product information.

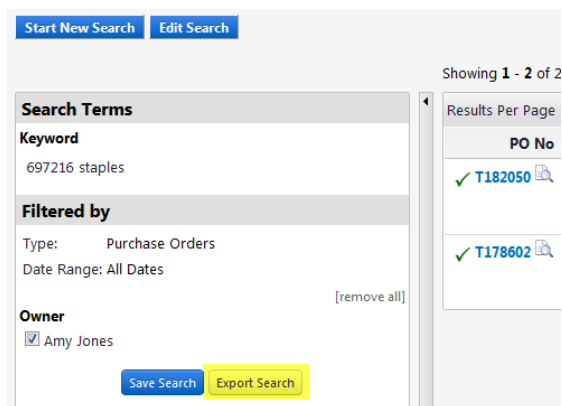
Go to: [advanced search](#) | [my requisitions](#) | [my purchase orders](#) | [my invoices](#)

Saved Searches Shortcuts ?
[Staples Tree Free Paper Orders](#) [export](#)

13.7 Exporting Searches

You may export Emory Express order data from a screen view level or at a transaction detail level. The transaction level includes items ordered, delivery addresses and the SmartKeys and Account Codes charged.

1. After running a commonly used search, select **Export Search**.



[Start New Search](#) [Edit Search](#)

Showing 1 - 2 of 2

Search Terms
Keyword
 697216 staples

Filtered by
 Type: Purchase Orders
 Date Range: All Dates
 [remove all]

Owner
☒ Amy Jones

[Save Search](#) [Export Search](#)

Results Per Page
PO No
 ✓ T182050 
 ✓ T178602 



2. *Enter the file name.* Enter a description if needed. Select the *Request Export Template* down arrow and choose your preferred template. **Submit.**

Document Search Export

Request Export (Step 1 of 1) ?

File Name *

Description

Request Export Template *

Description System Default Screen Export

* Required

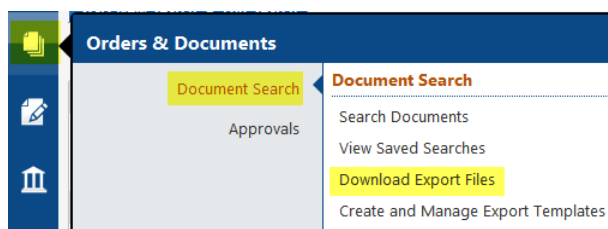
3. If you are ready to extract your report, select the **Go to Page: Download Export Files** button. If you would like to extract your files later, you may access them through the **Orders & Documents** icon. Select **Document Search**, then **Download Export Files**.

Request Submitted

The export request has been successfully submitted.

Pending and completed exports are available in Orders & Documents > Document Search > DownloadExport Files.

Note: The time required to complete this export request depends upon the size of the request as well as the size and number of other pending requests.



4. *Select the file name. Save or Open the file.* **OK.**

Orders & Documents > Document Search > Download Export Files > Search Results Exports

Download Exports Recurring Exports

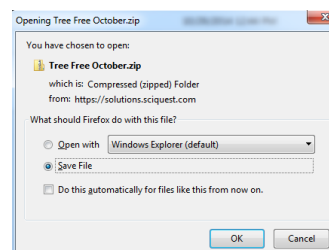
Exports with a status of 'Complete' are available to be downloaded. Exports with a status of 'Pending' are currently being queued by the system.

If you would like to receive a notification when your export is ready, make sure 'Search Result Export Confirmation' is selected in your [Notif](#)

?

Results Per Page 20

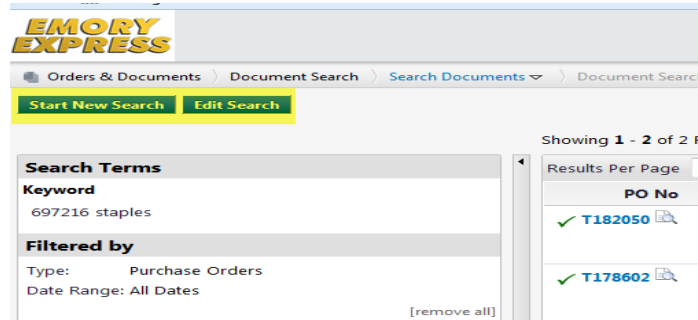
File Name	Description	Request Date / Time
Tree Free October.zip		10/29/2014 12:46 PM





13.8 Editing and Starting a New Search

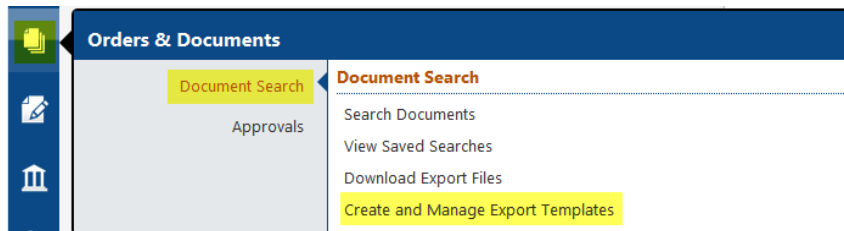
Links are available at the top of the Search Results screen that allow you to edit the search or start a new one. Selecting **Edit Search** will take you back to the search screen and retain your criteria. Selecting **Start New Search** will take you back to the search screen and remove your criteria.



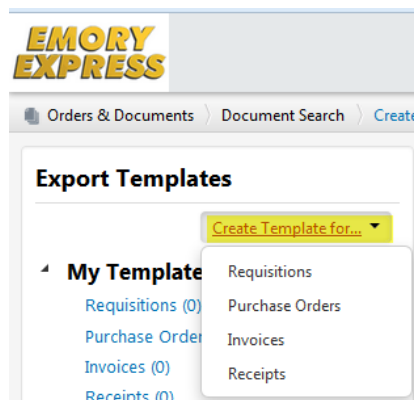
13.9 Customizing your Export Results

You can preset exported fields through custom templates. This allows you to only export the data you wish to see and create cleaner reports.

1. Select the **Orders & Documents** icon. Then select **Document Search, Create and Manage Export Templates**.



2. Select **Create Template for** and choose the *Document Search* transaction type.





3. To customize imported fields, select **Let me choose**. If you are exporting accounting codes, select **Yes** next to “Do you want Custom Fields as columns in your data file”. Choose **Custom Fields – Line Level** to capture line level changes. Select additional Export Files if applicable. Select the **Next** button.

Customize Export [Close]

Select What You Want to Include in Your Export: (Step 1 of 3) [Help]

Which Custom Fields do you want? * ☒ All ☐ None ☒ Let me choose

Do you want Custom Fields as columns in your Data File? * ☒ Yes ☐ No

Which Custom Field Export Files do you want? ☐ Custom Fields - Header Level ☒ Custom Fields - Line Level

Which additional Export Files do you want? ☐ Approval History ☐ Form Data

* Required [Next >]

4. Choose the **Custom Fields** you would like to export. If you know the field names, you may search for them. Select the **Next** button.

Customize Export [Close]

Select your Fields (Step 2 of 3) [Help]

Search [Search] [Magnifying Glass]

☐ Only Show Selected Values

System Fields [Select All]

- ☐ PO ID
- ☐ PO #
- ☐ Creation Date
- ☐ 3rd Party Address ID
- ☐ Accounting Date
- ☐ Amount/UOM & UOM
- ☐ Austin-Tetra
- ☐ BillTo Address 1
- ☐ BillTo Address 2
- ☐ BillTo Address 3
- ☐ BillTo Address 4
- ☐ BillTo Address 5
- ☐ BillTo Address Code
- ☐ BillTo Address Internal Name
- ☐ BillTo City
- ☐ BillTo Contact 1
- ☐ BillTo Contact 2
- ☐ BillTo Contact 3
- ☐ BillTo Contact 4
- ☐ BillTo Contact 5
- ☐ BillTo Country
- ☐ BillTo Postal Code
- ☐ BillTo State
- ☐ Buyer Phone
- ☐ Buyer: username
- ☐ Buyer: Email
- ☐ Buyer: First Name

* Required [Previous] [Next >]



5. Create a **Template** Name. Then click the **Save** button.

Customize Export

×

Name & Save (Step 3 of 3) ?

Template Name *

With Accounting Codes

Template Description

100 characters remaining

Doc Type

Purchase Orders

Custom Fields

All

✓ As columns in Data File

Custom Field Files

✗ Custom Fields - Header Level

✓ Custom Fields - Line Level

Additional Files

✗ Approval History

✗ Form Data

* Required

< Previous

Save

6. You can now choose your Document Search **Export Template** when you export search results.

Document Search Export

×

Request Export (Step 1 of 1) ?

File Name *

Description

Request Export Template *

Description

Screen Export

Screen Export

Transaction Export

Full Export

With Accounting Codes

* Required

Submit

14. Ordering Radioactive Materials

There are special requirements for ordering radioactive materials. Failure to complete the requirements will result in rejection of your requisition and may result in loss of ordering privileges for the study. The requirements include:

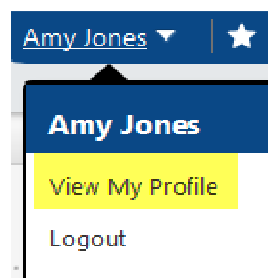
1. Shipment directly to Radiation Safety using the pre-approved Radiation Safety shipping address. The approved address is :
Radiation Safety Office
Attn: Radiation Safety/<PI's Full Name>/<Authorized Permit Number
EHSO, Room G44
Whitehead Building
615 Michael Street
Atlanta, GA 30322
2. Charged to account code **54580**
3. Radioactive flag selected on non-catalog items.
4. Request radioactive materials in a separate cart.

14.1 Storing the Radioactive Shipping Address

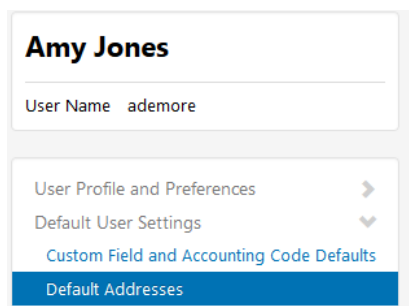
To ensure you use the approved Radiation Safety address, you should add it to your profile. You may then select it when needed.

To add the Radiation Safety Shipping Address:

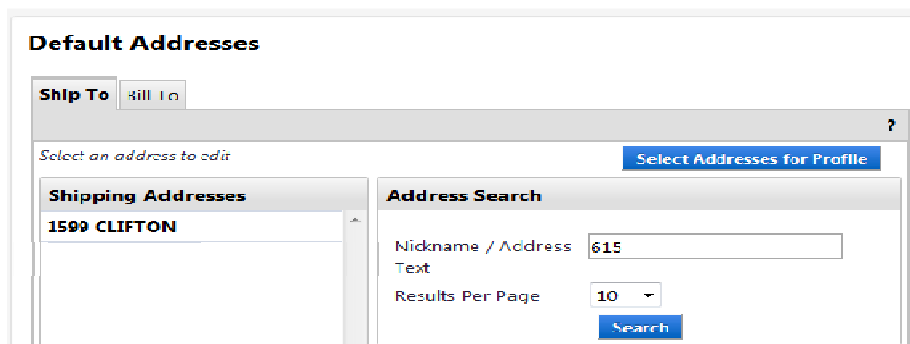
1. *Select the down arrow next to the user Name and choose **View My Profile**.*



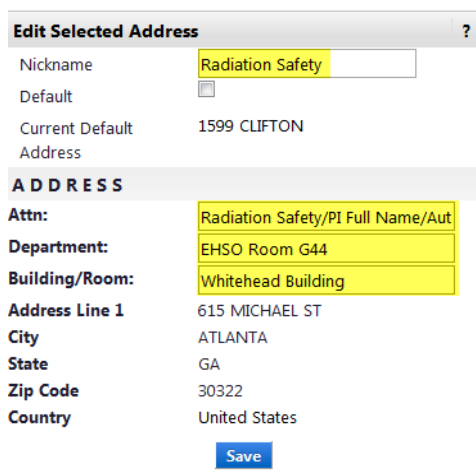
2. Select **Default User Settings: Default Addresses**



3. **Select Addresses for Profile** and enter **615** in the Nickname/Address Text box. **Search**.



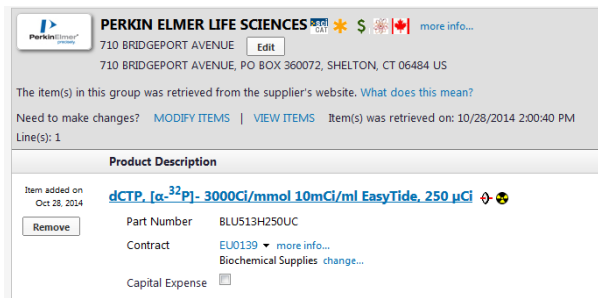
4. Select **615 Michael** and enter the following information.
 - a. Nickname: **Radiation Safety**
 - b. Attn: **Radiation Safety**/*<PI's Full Name>/<Authorized Permit Number>*
 - c. Department: **EHSO Room G44**
 - d. Building/Room: **Whitehead Building**



5. **Save.**

14.2 Ordering from Shop or a PunchOut

Radioactive materials are flagged in Emory Express with the universal radioactive symbol. You may add them to your cart from the Shop catalogs or a PunchOut.





14.3 Ordering from a Non-Catalog Item

If the item is not available through Shop or a PunchOut, you may request on a non-catalog item. Complete the non-catalog item as instructed on pages 21-22 and *select the Radioactive symbol*.

Add Non-Catalog Item

PERKIN ELMER LIFE SCIENCES

710 BRIDGEPORT AVENUE: (preferred)
710 BRIDGEPORT AVENUE
PO BOX 360072
SHELTON, CT 06484 US

select different supplier

select different fulfillment center

Distribution Methods

Product Description	Catalog No.	Quantity	Confirmed Supplier Pricing	Packaging
dCTP, (α-32P)- 3000Ci/mmol 10mCi/ml EasyTide, 250 µCi 199 characters remaining expand clear	123456	1	110	1 EA

Product Details

Capital Expense

UNSPSC

Controlled substance

Recycled

Hazardous material

☒ Radioactive

Rad Minor

Select Agent

Toxin

Energy Star

Green

Save and Close

Save and Add Another

Close

Proceed to checkout. Change the shipping address to **Radiation Safety**. Change the Account Code to **54580**. **Place Order**.

Shipping

Ship To

Attn: Radiation Safety/PI Full Name/Authorized User's Permit number
Department: EHSO Room G44
Building/Room: Whitehead Building
615 MICHAEL ST
ATLANTA, GA 30322
United States

Account Code

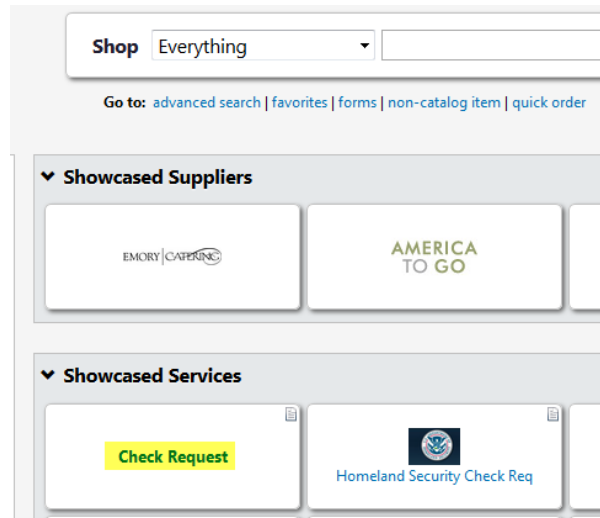
54580

Radiopharmaceuticals Exp



15. Check Requests

The Check Request form is used to request payments to companies for goods or services when an Emory Purchase Order was not originally issued. Common Check Request commodities include memberships and registrations when Visa is not accepted, utility payments, and payments to municipalities. The form contains instructions on submitting documents for payment and is available on the Emory Express homepage under Showcased Services. Only one invoice is allowed per form.



To submit a Check Request:

1. Enter the **Supplier Name**. If the supplier is not in the system, enter *New Supplier* and include a copy of the supplier's W9 or W8-BEN and ACH form (if applicable). Forms are available through a hyperlink on the Check Request. Also include a new supplier's email address or fax number in internal notes. *Please note: do not select New Supplier because of the address. You may update addresses in the remit to sections on the form.*

Check Request		Available Actions:
Supplier Information		
Enter Supplier		
	or supplier search	

2. Enter the **Product Description**. This may also be the business purpose of the payment.

Product Description	ABC Conference for Amy Jones
---------------------	---



3. In the **Quantity** field, enter **1**. In the **Price** field, enter the **amount of the payment**.

Quantity	1
Price	750.00

4. Enter the **Supplier Invoice #**. If there is no invoice number, enter a unique identifier such as your membership identification number. Enter the **Invoice Date**.

Supplier Inv #	123456
Invoice Date	10/29/2014

5. Select the **Remit To Address**. If it is not listed, check **Add New Remit to Address** and enter it in the **New Remit To Address** box.

Remit To Address	
Remit To Location List	WOMEN'S CLUB VOLLEYBALL AT UGA WOMEN'S CLUB VOLLEYBALL AT UGA UGA REC SPORTS/ATTN:ELISE HARVEY 201 RAMSEY STUDENT CTR/330 RIVER RD ATHENS, GA 30602
Add New Remit To Address (Check Box)	United States
New Remit To Address	

6. Request special disposition such as hold for pick up or mail enclosures in the **Internal Notes** box.

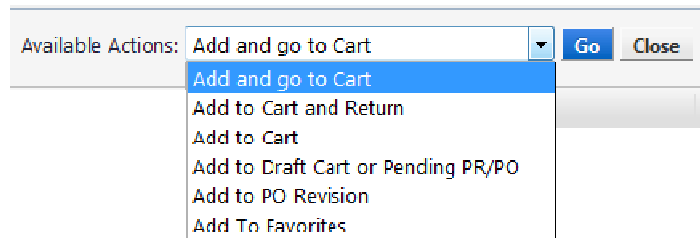
Internal Notes (1000 char)	
	1000 characters remaining expand clear

7. Select **Add Attachments** to attach your supporting documentation. Retain supporting documentation in your department; Payment Services will process your request using the electronic attachments.

Add Attachments	Add Attachments
	Attachment Type ☒ File ☐ Link
	File * Select files... 004861-8.pdf 100% X Maximum upload file size: 4.88 MB
	* Required Save Changes Close



-
8. *For one invoice*, click the **Go** button. *For multiple invoices*, select **Add to Cart** and click the **Go** button. Edit to match the next invoice. *When your final invoice is entered*, change the action back to **Add and Go to Cart** and click the **Go** button.



9. Follow the steps to Proceed to checkout on pages 25-37.
10. After the Department Approves and New Suppliers are established, the Check Request becomes a Purchase Order. Payment Services will process within 5 business days of receipt. The invoice will pay on the later date of the next business day or due date.

16. Invoice Review

Suppliers submit Purchase Order invoices directly to Payment Services. Invoices are matched to the Purchase Order and available for you and your approvers to view. No action is needed from you unless it is over \$4999. If it is over \$4999, see page 36-37 for steps on acknowledging receipt of your order.

Suppliers may submit invoices electronically to Emory Express, by mail to our imaging service or directly to you if a Purchase Order does not exist (Check Requests). Steps to access invoices depend on the invoice delivery method.

16.1 Electronic Invoices

Electronic invoices are submitted directly to Emory Express. There is no paper image of the invoice; however, the Emory Express Invoice page is Emory’s official system of record.

To access electronic invoices:

1. Locate your Purchase Order number and select it using the Document Search Steps on pages 42-45.
2. Select the **Invoices** tab.

PO/Reference No.

T182050 Revision 1 (Closed)

Supplier

STAPLES BUSINESS ADVANTAGE

Status

Purchase Order

Revisions

PO Approvals

Shipments

Receipts

Invoices

Comments

Attachments

History

General Information

PO/Reference No.

T182050

Revision No.

1

Supplier Name

STAPLES BUSINESS ADVANTAGE     [more info...](#)

Purchase Order Date

4/16/2014

Total

402.96

3. Select the **Voucher No.**

PO/Reference No.

T182050 Revision 1 (Closed)

Supplier

STAPLES BUSINESS ADVANTAGE

Status

Purchase Order

Revisions

PO Approvals

Shipments

Receipts

Invoices

Comments

Attachments

History

Invoicing Summary

Voucher No.	Supplier Invoice Number	Invoice Date
R579596 	3228750802	4/17/2014



- Invoice Information displays. Select the Printer Icon for an easy to read format.
Note you may review payment information in the Invoice Header level.

Invoice Number	R579596	Supplier Account No.		Available Actions: Add Comment	Go
Supplier Invoice No.	3228750802	Image Attachment			
Supplier Name	STAPLES BUSINESS ADVANTAGE				

Buyer Invoice	Approvals	Matching	Comments	Supplier Messages	Attachments	History
Summary	General	Note/Attachments	Discount, Tax, Shipping & Handling	Codes		

General		Addresses	Note/Attachments
Invoice Type	Invoice	Remit To Christopher Henriksen 500 STAPLES DRIVE P O BOX 405386 FARMINGHAM, MA 01702 United States Email christopher.henriksen@staples.com Phone 1-404-5793221 Toll Free Phone 1-800-7240110 Fax 1-400-7240110 Address Id MAIN 3rd Party Address ID 2	Remittance Detail (1,000 Chars. Max) Internal Note External Attachments Internal Attachments
Pay Status	Paid		
Invoice Number	R579596		
Supplier Invoice No.	3228750802		
Supplier Name	STAPLES BUSINESS ADVANTAGE		
Supplier No.	V0009009954		
Supplier Third Party Ref No.	0000055238		
Invoice Date	4/17/2014		
Discount Date	no value		
Due Date	5/17/2014		
Terms	0% 0, Net 30		
Terms Discount	0.00 USD		
Invoice Name	no value		
Match Status	Matched		
Invoice Source	Electronic		
Contains substituted item(s)	X		

Payment Information		Discount, Tax, Shipping & Handling
Accounting Date	5/14/2014	Discount, tax, shipping & handling
F.O.B.	F.O.B Destination	Allocation Method
Payment Method	ACH	Sum of All Header-level
Payment Reference	0000891393	Discount
Payment Date	5/14/2014	Tax 1
		Tax 2

16.2 Paper Invoices

Paper invoices are submitted to Emory's imaging service who uploads the invoice image on your Purchase Order.

To access images of paper invoices:

- Locate your Purchase Order number and select it using the Document Search Steps on pages 42-45.
- Select the **Invoices** tab.

PO/Reference No.	T087083 Revision 1 (Closed)
Supplier	AVYVE - BCGROUP LLC DBA AVYVE

Status	Purchase Order	Revisions	PO Approvals	Shipments	Receipts	Invoices	Comments	Attachments (1)	History
---------------	----------------	-----------	--------------	-----------	----------	-----------------	----------	-----------------	---------

General Information	
PO/Reference No.	T087083
Revision No.	1
Supplier Name	AVYVE - BCGROUP LLC DBA AVYVE
Purchase Order Date	10/17/2013
Total	1,618.00



3. Select the **Voucher No.**

PO/Reference No. **T087083 Revision 1 (Closed)**
Supplier **AVYVE - BCGROUP LLC DBA AVYVE**

Status Purchase Order Revisions PO Approvals Shipments Receipts **Invoices** Comments Attachments (1) History

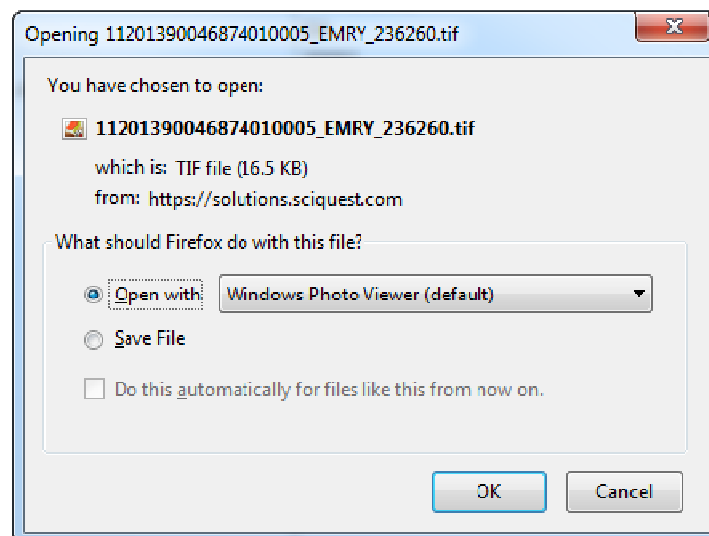
Invoicing Summary

Voucher No.	Supplier Invoice Number	Invoice Date
R482175	19269	11/15/2013

4. The invoice image link is located at the top of your screen. Note you may review payment information in the Invoice Header level. Select the **Image Attachment**.

Invoice Number	R482175	Supplier Account No.	
Supplier Invoice No.	19269	Image Attachment	11201390046874010005_EMRY_236260.tif
Supplier Name	AVYVE - BCGROUP LLC DBA AVYVE		

5. *Select the file name. Save or Open the file. **OK.***



16.3 Check Request Invoices

Check Request Invoices are attached by the Emory Express requester. While invoices are maintained in the department, Emory Express is the official University system of record for Check Request payments.

To access Check Request invoices using Emory Express:

1. Locate your Purchase Order number and select it using the Document Search Steps on pages 42-45.
2. Select the **Attachments** tab.

PO/Reference No. **T062699 Revision 1 (Closed)**

Supplier **JP MORGAN CHASE BANK**

Status | Purchase Order | Revisions | PO Approvals | Shipments | Receipts | Invoices | Comments | **Attachments (1)** | History

General Information

PO/Reference No. **T062699**

Revision No. **1**

Supplier Name **JP MORGAN CHASE BANK** * \$ [more info...](#)

Purchase Order Date **9/5/2013**

3. Select the **Attachment** name.

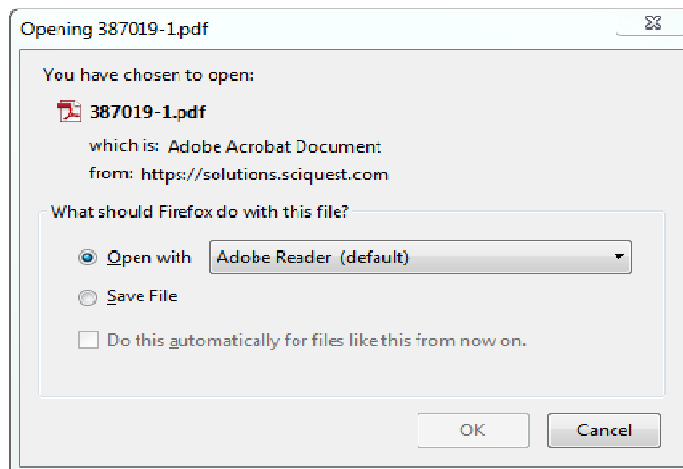
PO/Reference No. **T062699 Revision 1 (Closed)**

Supplier **JP MORGAN CHASE BANK**

Status | Purchase Order | Revisions | PO Approvals | Shipments | Receipts | Invoices | Comments | **Attachments (1)** | History

Attachment	Type
387019-1.pdf(93k)	File Form (remarketing fees 6/1/2013- 8/31/2013)

4. Select the file name. Save or Open the file. **OK.**



[illegible]